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**SPECIAL 12-PAGE SECTION**

# TRAINING FOR A DEFENSE JOB

## What to Do -- Where to Go

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# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## RAMSPECK Replaced Employees Don't Take Test

Nearly 6,000 employees have been placed in Civil Service jobs through the replacement list which was closed on December 31 to all except temporary Census workers. The Ramspeck Act affects all the replacement employees but none of them will have to take the non-competitive Ramspeck exams. The tests will be waived because the employees had to pass non-competitive tests before they were placed on the replacement list.

## Mitchell Explains Ramspeck Act

Paying tribute to the enactment of the Ramspeck Act as a major milestone in civil service history, Harry B. Mitchell, president of the United States Civil Service Commission, last week pointed out that 84.5 per cent of all positions in the executive civil service are now under the Civil Service Law.

**Ramspeck Requirements**

"The Act itself sets forth mandatory requirements in connection with the examinations which will be held. It provides that the employees to be examined must be recommended for classification by the agencies in which they are employed. They must have had six months of federal service immediately prior to January 1, 1942.

They must pass non-competitive examinations or they will be separated from their positions within six months after their agency has been notified by the Commission that they failed to pass the examination. Only one examination may be given under the law."

Mr. Mitchell said that, in applying the Commission's rules in relation to examinations, the applicant must meet reasonable standards of physical fitness and personal suitability. He pointed out that, however, the physical examination for these employees will not be the standard physical test normally given to persons qualifying through open competitive examinations. These employees, he said, will only be required to be able to perform the duties of the positions they held, with neither injury to themselves nor others.

### Transfer

Pending these non-competitive examinations, Mr. Mitchell added, employees who come under the terms of the Ramspeck Act are eligible for transfer and promotion to any position in the classified civil service at any time, without in any way affecting their rights.

### Increases

The increases provided for in the Act, said the Commission head, are \$60 to \$100 per year, after 18 months of service, during which no other increase was granted, for all employees in grades for which the classified Act provides compensation increments of \$60 and \$100; and a \$200 or \$250 increase, after 30 months of service, for workers who are in grades in which the compensation increments are \$200 or \$250. If and when an employee reaches the top of his grade, no further boost may be allowed, he said.

## WAR

### Tidbits About War And Civil Service

How has the war affected government employees? What has it meant to civil service?

Some interesting information was developed last week by Mrs. Lucille Foster McMillin, United States Civil Service Commissioner, in a radio interview. Among her tidbits:

Forty-five new employees are added to the roll of war workers every 15 minutes.

Contrary to popular opinion, the vast majority of federal workers aren't in Washington. They're scattered all over the country, particularly where there are plants engaged in war production.

It is the announced policy of the government to obtain its employees via civil service. The merit system is here to stay.

Since December 7, the Commission has received thousands of inquiries about work-possibilities in Hawaii. At present, there is still a need for electricians, electric welders, machinists, shipfitters for work on the great base.

During the past year, the U. S. Civil Service Commission has answered the questions of 4,000,000 visitors; received 7,000,000 communications; examined 2,500,000 persons; distributed 30,000,000 circulars and pamphlets.

Vast numbers of government employees have gone into the armed forces.

The departments have a real responsibility in reserving the jobs of those who have left their jobs to enter armed service.

Women can perform almost any type of war work.

The workers needed to man the war industries will be supplied from pools created by the various training programs now in effect.

### FBI's 'Shake-Up'

WASHINGTON.—The FBI "shake-up," which reached the daily papers within recent weeks, is one of those continuing things. J. Edgar Hoover is a tough guy to work for and he demands the utmost of his employees at all times. There's a big turnover in his force and there has always been. The exact figures aren't available. J. Edgar won't release them.

### PAY RAISES

#### Wage Bill Hits Snag

WASHINGTON.—The new Ramspeck-Mead bill which would amend the Classification Act by raising the base salaries of all employees in the custodial classification, has hit a snag in the House. Chairman Ramspeck of the House Civil Service Committee can't get the united support of his own committee members to get the bill placed on the consent calendar. It now looks as though he'll have to get a special rule to get the bill out on the floor. And that takes weeks.

### Pay Rise Hopes Are Fading

WASHINGTON.—A bill to raise the salaries of all Federal workers below a certain level (probably \$3,200) also has been delayed indefinitely. The Budget Bureau has been studying the proposal and it was hoped to get administration support for a cost-of-living plan, but it isn't forthcoming and the inside word is that the vital support won't be coming for at least several months when it's determined how the low price control bill will work to keep down the cost of living.

UNITED STATES CIVIL SERVICE COMMISSION, Washington, D. C.  
 Announcement of Examination for  
**SPECIAL INVESTIGATOR, \$3,600 A YEAR**  
 Metropolitan Police Department, District of Columbia

(No. 198 Assembled)  
 Issued January 12, 1942

**I. Closing Date.**  
 Applications must be on file with the United States Civil Service Commission at Washington, D. C., not later than February 24, 1942.

**II. Employment Opportunities.**  
 The open competitive examination is for filling four positions of Special Investigator in the Metropolitan Police Department of the District of Columbia. It is possible that vacancies in positions in other Government agencies requiring similar qualifications may be filled from this examination.

**III. Duties.**  
 To perform very difficult and important investigations, including, but not limited to, the following: (1) to conduct research, inquiry, and examination; (2) to analyze and disseminate information; (3) to investigate and report on the activities of individuals and organizations; (4) to investigate and report on the activities of individuals and organizations; (5) to investigate and report on the activities of individuals and organizations.

**IV. Entrance Requirements.**  
 A. EXPERIENCE  
 Applicants must have had within the past 10 years, at least 2 years of general and responsible full-time paid experience in one or more of the following:  
 1. As an investigator of major criminal activities for a Federal, State, or municipal agency.  
 2. As an investigator in a criminal-investigative agency whose operations are nationwide in scope.  
 3. As an investigator of cases of major destruction or theft of property for a large railroad or other large industrial or commercial corporation.  
 B. EDUCATION  
 Defining application candidates are required to present their qualifications and experience in sufficiently comprehensive form, using extra sheets to supplement the application form, so as to enable the rating board to determine, with as much accuracy as possible, the type of organization with which applicant worked, the type of investigation, the type and degree of difficulty of investigations problems encountered, and the quality of professional accomplishments in the investigation field. It is desirable that applicants who will enter the work or occupational area of applicant which will enter in appraisal of qualifications may be substituted.

**R. SUBSTITUTION OF EDUCATION FOR EXPERIENCE.**  
 One successfully completed year of study in a law school of recognized standing may be substituted for each month of the required experience up to a maximum of 18 months of such experience. Successfully completed accident work or accredited school or special training courses in practical police work or crime detection may be substituted on a time equivalent basis for the required experience up to a maximum of 2 years of such experience.

**C. NONQUALIFYING EXPERIENCE.**  
 In order to conserve the time and effort of applicants, as well as of the Commission, the rating board considers it proper to state that only experience which by actual accomplishment gives evidence of annual qualifications and capacity to perform the duties of the positions to be filled. Experience restricted to routine clerical or stenographic work or to police or investigational work of which the following is typical will not be considered as qualifying:  
 1. Patrolling, guard, watchman, raising or arresting officer, or policeman in police office.  
 2. Private detective assigned principally to "reporting or shadowing" or whose major duties are the protection of life or property.  
 3. As investigator of financial standing, or suitability for employment of individuals or firms, or security or accident insurance claims, or other positions whose duties are the protection of interest rather than the investigation of violations of criminal law.  
 4. As a railroad investigator whose duties are the investigation of freight losses, minor destructions to or theft of property, or the prevention of trespass.  
 Persons who either in their applications or in other parts of the examination give evidence of inability to prepare intelligent reports of investigations will not be assigned an eligible rating in the examination.

**D. CITIZENSHIP AND AGE.**  
 Applicants, on February 24, 1942:  
 1. Must be citizens of the United States. Foreign-born applicants who meet the citizenship requirements must furnish proof of United States citizenship before they will be eligible for appointment under civil service rules.  
 2. Must have reached their twenty-first birthday, but must not have passed their forty-fifth birthday. Three age limits will not be waived in any case.

The U. S. Civil Service Commission has streamlined its exam announcement forms. They now give more information, they're more readable, and look better.

## TRAINING Steno-Snatching

They're trying to get a new school started for stenographers in Washington. But they just can't get going. The Office of Production Management snatches the pupils and puts them to work before they finish their courses. OPM is that hard up for stenographers. The would-be learners were to appear at Washington's Lincoln Building. Forty pupils reported but by noon they were torn from their studies and put to work at OPM. The same thing happened on Tuesday, when 30 pupils showed up. And the OPM boys were there gunning again on Wednesday.

The school is run by the Civil Service Commission to train stenographers for the OPM. The Commission supplies the equipment and the faculty, and OPM pays the trainees. Within a short time the Commission expects to train stenographers for other war agencies. To be eligible for training, a stenographer must first pass a civil service test and be certified to the OPM which makes the training assignments.

degree is quite likely to be out for the duration. No more business as usual or education as usual. That's the word seeping out from a committee of educators and government officials that have been appointed by the National Resources Planning Board. The board is a part of the White House and it's said the committee was appointed on the suggestion of the President.

The committee is canvassing Government and industry to determine how many engineers, chemists, physicists, administrators, dentists, doctors, nurses, meteorologists, and scores of other professional and technical people will be needed to carry on the war and for post war needs.

**How Many Being Turned Out**

Also being studied by the committee is how many of these professional and technical people the colleges and universities are turning out each year and if a big shortage can be anticipated—and several committee members are certain there will be, then the heat will be on to streamline and speed up the production of young brains to fill the gap.

For example, it's suggested that colleges and universities may be ordered to substitute a comprehensive full two-year college course for the present 4-year system. The two-year intensive course would be a 12-month affair instead of the usual 9-month school year.

**Financial Problem**

Of course the two-year course would present a big financial problem as many boys and girls now work all or a part of their way through school by toiling during summer. As suggested, the two-year course would be so tough that few students would have a chance to take on outside work and there would be no summer vacations.

One committee member told the LEADER that this problem would have to be met by having the Government finance the education of needy students. Committee members are Dr. Leonard Carmichael, chairman; Dr. Edward C. Elliott, Purdue University, president; Marion B. Fossum, Eastman Kodak Co., treasurer; General Lewis B. Hershey, Selective Service director; Edward F. McGrady, special advisor to the War Secretary; John A. Ryan of the National Catholic Welfare Council; John W. Studebaker, Commissioner of Education; Dr. Baldwin M. Woods of the University of California; and Owen D. Young. James C. O'Brien is the executive officer.

## STENOS

### 30 Day Wait For Failures

If you have flunked a Civil Service test for either stenographer or typist, you can now take another exam within 30 days. Formerly an applicant who failed had to wait 90 days but stenographers and typists are too much in demand now.

## EDUCATION

### College Course Down to 2 Years?

The critical need of professional people in Government and war industries may force a complete revamping of America's higher educational system, The LEADER has learned from authoritative sources.

Yes, the leisurely four-year college course to an A.B. or B.S.

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# CIVIL SERVICE IN NEW YORK CITY

## COUNCIL

## Result of One Week's Stormy Debate

## WAR

### New Civil Service Committee

### On NYC Employee Fight for Higher Pay

### Boro Employees Take Up First Aid

The new Civil Service Committee of the City Council is again headed by Councilman William M. McCarthy.

Others on the committee are Councilmen John P. Nugent, Frederick Schick, Edward Vogel, James A. Phillips, John M. Christensen and Stanley M. Isaacs.

## PAY RAISES

### Pay Raise Chances Dim, Says Morris

#### Blames Albany for Failure to Enlarge City's Power

What does the city administration think about pay raises? The issue of pay raises, which has been agitating the N. Y. C. civil service with increasing tempo as the cost of living goes up, has never been met with a straightforward reply by the administration. Closest to such a reply is a letter by Newbold Morris, President of the City Council, addressed to George Torre, president of the Association of Competitive Employees.

Said Mr. Morris: "You and your associates must have an idea of the difficulty of budget making in the City of New York. We have a limited taxing power which limits our revenues. Two-thirds of our budget is composed of inescapable items such as debt service and mandatory salaries imposed by State law. In each year, we must prepare for some eleven million dollars of mandatory increments. Due to this condition, the remaining one-third of the City Budget has to be scraped and economies effected to take care of the new business placed upon us by legislation.

**Albany Wouldn't Help**  
"I have repeatedly gone to Albany to ask for added powers over our own affairs, which would permit us to equalize compensation of city employees and give a break to those in the low income brackets. Failing there, I proposed two years ago that all the judges and high-paid officers in the courts, city and county and education, take a ten per cent cut in their salaries although their compensation is fixed by law. No one but the Mayor, Comptroller, and I believe one Borough President volunteered to go along on that suggestion.

"I can only tell you that the Director of the Budget is working hard to find some kind of relief in the next budget, but you must be aware of the difficulties. Just in the past eight years, the City has had to absorb mandatory increments under the McCarthy Law—the three-platoon system for firemen, the eight-hour day for nurses, and many expanding services."

**No Raise in View**  
"Ingenious," was Mr. Torre's comment upon the Morris letter, "ingenious but tough on us. Mr. Morris speaks for the administration, and this letter means that civil service employees can expect no pay increase to meet the steeply rising cost of living. Not only are we to be deprived of raises now, but we're not even assured of them after July 1, when the next budget goes through."

### Gather Names For Pay Raise

The Junior Clerical Assistants Association announced this week that 10,000 signatures have been obtained in its campaign for increases in pay. These petitions were presented Friday afternoon to the Board of Education at its budget hearing in the Board of Education Building, 110 Livingston St., Brooklyn.

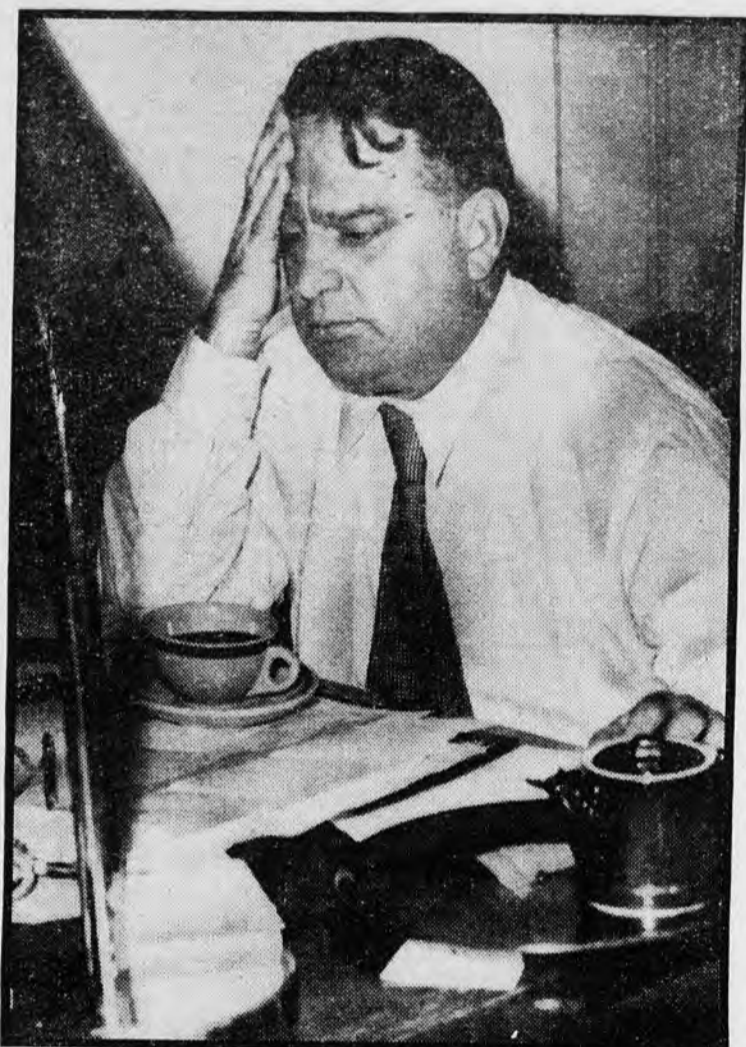
Net result of a week of stormy sessions over the much debated issue of pay increases for municipal employees to help them meet the rapidly mounting cost of living:

**Comptroller's Office:** "We're trying desperately to devise a way in which city workers can get general pay increases. But we haven't found any yet. What's more, nobody has yet shown us a practical way of granting general boosts in pay."

**Budget Director's sanctum:** "Still tabulating salaries of municipal workers—just in case of a sudden order from the Board of Estimate to grant any increases."

**Board of Estimate:** "We're downright sympathetic with the persistent requests of city workers but, really, we're deluged with obligations that must be met if the city government is to function properly. We wish somebody could suggest a feasible means for spreading a general pay increase throughout the ranks of municipal employees."

**Accruals Are Out**  
The Comptroller's office, it was learned on good authority, has taken the stand that none of the suggestions already made—such as use of accruals, lowering of the interest rate on city bonds and use of funds from the capital outlay budget—is actually practical. Accruals are being used strictly to finance the current budget. The LEADER was given to understand. Interest rates on city bonds, which were six percent in 1933, were a fraction under three percent (on long term issues) in recent bond sales. Interest rates (Continued on Page Twenty-Six)



Plenty of headaches for the tough, sensitive man who heads New York City. Two current headaches: (1) the opposition of city employees to his 6-day week order; (2) their fight for pay raises in the face of administration coolness.

### Welfare Pay Roof Pushing Upward

The Municipal Civil Service Commission this week proposed to extend by \$300 the maximum salary levels of some 5,000 social service personnel in the Department of Welfare.

The Commission's resolution, growing out of the approval of Budget Director Kenneth Dayton and Mayor LaGuardia, affects social investigators, assistant supervisors, supervisors and senior supervisors. A public hearing was held on the resolution Monday afternoon in Room 604, 299 Broadway.

The new scales do not represent an immediate increase in pay, however. What the change does is to permit social service workers to obtain additional increments of \$120 a year for two years and \$60 for a six-month period of service. If approved by the Board of Estimate, the new increments will be paid July 1, 1942, as if the classifications had been effective during the entire year since July 1, 1941.

**Pay Consistent With Job**  
Commissioner William Hodson, of the Department of Welfare, joined with Paul J. Kern, president of the Civil Service Commission, in pointing out that the reclassification will place all social service grades on an equitable basis and will provide salaries for all grades consistent with the responsibility assumed. Mr. Kern added that the city has considered making these adjustments for some time but that pending court litigation has delayed the move. The litigation referred to is the case of Stanhope vs. LaGuardia, which was decided in the city's favor the Monday before last by the Supreme Court.

In denying the petition, Justice William F. Collins stated that both sides "command the sympathy of the Court". While admitting that the petitioners did not have the law on their side, he continued: "As I perceive it, the city should give favorable consid-

eration to the petitioners' plea—to a certain extent, at least—as a matter of fairness."

The attorneys not only in the Stanhope but in the Kweller case against LaGuardia as well plan to appeal Collins' ruling. They are seeking a \$2,400 salary ceiling for investigators, first grade.

The re-grading proposed will result in a substantial number of salary increases.

**Many Affected**  
The re-grading would be effected in this fashion:  
1. Social investigators to be re-graded at a maximum of \$2,099 for the first grade; \$2,100 to \$2,399 for the second grade; and \$2,400 and over for the third grade; all incumbents to be brought immediately to the minimum of the grade.  
2. Assistant Supervisors (Supervisor, grade 2) to be re-graded at a minimum of \$2,100 and a maximum of \$2,699; all incumbents to be brought immediately to the minimum of the grade and to receive annual increases of \$120 per year up to \$2,400.  
3. Case Supervisors (Supervisor, grade 3) to be re-graded from \$2,700 minimum to \$3,299 maximum; all incumbents to be brought immediately to minimum of the grade.  
4. Senior Supervisors (Supervisor, grade 4) to be re-graded from \$3,300 up; all incumbents to be brought immediately to the minimum of the grade.

### Asphalt Men Accept City's Pay Plan

A long step forward in the wide acceptance of the city's formula to settle back pay differentials owed its skilled employees was taken Thursday night when 500 Asphalt Workers and Asphalt Foremen agreed to accept the city's offer to pay 50 per cent of the back pay, and henceforth the full prevailing wage.

The 500 men are affiliated with the Hod Carriers Building and Common Laborers Union of America, A. F. L. The acceptance hinges on satisfactory agreement by the city and the men in the union on the prevailing pay. Determination is to come up next Monday, January 26, when a hearing will be held before Assistant Deputy Comptroller Morris Paris.

Acceptance of the offer was made through Henry Feinstein, general organizer of the Hod Car-

riers Union; James V. Barry, president of the Pavers and Road Builders District Council; John L. Vesce, president of the Asphalt Employees Union; William Holland, treasurer of this union, and Abe Goldfisher, delegate. All are affiliated with the Hod Carriers Union.

**Feinstein's Statement**  
Feinstein issued this statement on behalf of the Union:

"This resolution is not to be construed as agreement with the labor philosophy of the Comptroller, who will submit the determination.

"It is accepted, not because of any benefit inherent in it, but rather as the inevitable result of labor statutes, court decisions and executive action against which it is futile to protest in this instance.

"The organization will militantly attack evils attendant upon labor statutes and judicial decisions covering this type of labor controversy until the evil is corrected, where it must be corrected, at the source."

## TRANSIT Grievance Board Begins Its Work

The three-man impartial grievance committee appointed by Mayor LaGuardia several weeks ago to handle routine complaints in the city's subway system began work last week in the offices of the Board of Transportation, 250 Hudson Street. Formal start of their work was held up pending classification of the three jobs in the non-competitive class. The State and City Commissions have already approved such classification.

Chairman of the committee is W. Francis Fitzgerald, executive secretary of Lincoln Hall, and members are Nathan Frankel, former labor adviser to Mayor LaGuardia, and Andrew R. Armstrong, former ALP councilman. Each is to receive \$5,000 salary.

Establishment of the new committee does not mean any new jobs. Other employees of the Board of Transportation have been transferred.

Manhattan Borough President Edgar J. Nathan, Jr., last week announced a program to provide a course of first aid training for the employees of his department as part of the Civilian Defense Program. The new Borough President said that ultimately each of the 1,600 men and women in his department will be trained and qualified to administer first aid to those who might suffer air raid injuries. The Borough President also pointed out that such training will be valuable to the employees.

As the first part of the program, the Borough President said, eight classes of about 30 men and women will be given two-hour sessions twice weekly. Classes will be conducted in the Borough President's main office in the Municipal Building and at the division office at 7 Hubert Street. Instructors are being supplied by the Red Cross and the WPA.

Classes are conducted on Tuesdays, Wednesdays, Thursdays and Fridays. They will be held at the Hubert Street office from 12.30 to 2.30 and 3 to 5 p. m., and at the main office from 9 to 11 a. m., and again from 3 to 5 p. m. p. m.

### If Bombs Drop

Speaking of the work the Department of Welfare is doing in cooperation with the Red Cross, Commissioner Hodson said that "if bombs should start to drop, it is important to provide for a group of social services." Among these he included rehousing, extension of money to persons needing temporary assistance, the giving of information and mass feeding.

### Post-War Expansion

Cautious William Hodson, Welfare Commissioner, last week took a flyer at prediction: he visualized post-war America, and the meaning of events in that period to departments like his own. To the tall, quiet Commissioner one thing is transparently simple: If the United States can provide full employment for its workers in wartime it will have to continue to do so in the peace to follow. There will be a tremendous expansion in the public works program after this war, he declared.

"Nothing is further from the facts than that public relief expenditures will decrease," the Commissioner said. "The Government will be obliged to spend billions of dollars when the war is over to keep the life-blood of private industry flowing." He predicted that private capital would be tied up in defense bonds and taxes and therefore not available for investment.

He saw government expenditures providing "half a dozen ten-lane highways stretching across the country, the rebuilding of villages and towns, a million new houses and the expansion of hospitals and educational facilities."

**Grants-in-Aid**  
Commissioner Hodson said that the time had arrived for the Federal Government to give grants in aid for direct home relief, explaining that this would greatly aid in solving the migrant problem. Increased expenditures, he said, would be paid for by employee, employer and the government. The indication that priorities unemployment is having an effect in city, state and nation, he pointed out, is revealed by the rise in applications for unemployment insurance.

"If we use sufficient intelligence in respect to the transfer of workers from non-war to war industries, learn how to use all our industrial resources, including the small plants, and do it promptly without regard to the selfish interests of individuals or corporations, we shall be able to get the workers into the war industries where every blessed one of them belongs right now."

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## LISTS Fire Eligibles Get Many Jobs

Eligibles who accept appropriate positions from the new fireman list will be removed from the list for a period of one year, the Civil Service Commission ruled at its meeting last week. The ruling, however, is not retroactive and will not affect those appointed prior to January 15.

Coincident with this ruling by the Commission was another decision to the effect that the fireman list will be used to fill vacancies in the titles of railroad clerk and conductor in the Board of Transportation.

#### 70 Go To Subways

70 appointments as special patrolmen in the Board of Transportation were made Monday, January 19. This brings the total number of appointments as special patrolmen in the subway system from the firemen list to 150. The previous 80 were made Monday, January 5.

Meanwhile eligibles on the list over 21 years of age from number 201 to number 600 were certified to the Department of Correction for jobs as correction officer at salaries of \$1,769 per annum. Fire eligibles who have already been appointed as special cops in the Board of Transportation can accept the Correction jobs if they wish.

68 appointments as correction officer will be made this week from the large number of names certified by the Civil Service Commission. 39 appointments to the \$1,769 per annum jobs were previously made on Monday, January 5, Monday, January 12, and Friday, January 16.

## Supermen Become Porters

This week the Civil Service Commission certified the names of 561 eligibles to the Board of Transportation for jobs as railroad porter at \$57 per hour. The certification reached up to the eligible whose number is 3,253 on the list.

The Board of Transportation expects to appoint about 70 or 80 porters from the large number of names sent to them by the Civil Service Commission.

#### Laborers, Too

Meanwhile the top part of the list was certified for laborer jobs paying \$1,200, \$1,500, \$1,620 and \$1,680. The names of eligibles up to number 707 were sent to the Department of Water Supply, Gas, and Electricity, to fill 16 vacancies as laborer at \$1,680. The names of 60 eligibles up to number 930 were sent to the new register, Henry W. Ralph to fill 13 jobs at \$1,620 and an additional 83 names were also sent to the same office to fill laborer vacancies at both \$1,200 and \$1,500. The highest number on the Register certifications was 950.

## Seamen Sail Sanitation Ships

Sailing . . . Sailing . . . Thirty eligibles on the able-bodied seaman list will soon go sailing on the good ships operated by the Department of Sanitation. Forty names on the list, up to the lad whose number is 319, were certified by the Civil Service Commission to the Sanitation Department to fill 30 jobs as scowmen at salaries of \$1,500 per annum, during the past week.

## B & D Maintainer's Helpers Active

The eligible lists for groups B and D were the most active of the four maintainer's helpers list during the past week. The names of lads up to 1,030 on the group B list were certified by the Civil Service Commission to fill jobs in the Board of Transportation at salaries of 63 cents per hour. Twenty-two names, up to number 1,000 on the same list, were forwarded to the Board of Education to fill a vacancy as assistant biologist at \$1,200 per year.

Fifteen names on the group D list, up to number 61, were certified to fill 5 jobs in the Department of Public Works as furniture maintainer's helpers at salaries of \$1,500 per year. Eight names on the same list, up to number 164, were certified to Hunter College to fill one job at \$1,200. Four jobs in the Board of Transportation as maintainer's helpers, group D, the title for which the boys were originally tested, called for the certification of thirty-three names. Eligible number 125 was the highest reached on this certification. The salary for maintainer's helper, group D, in the subway system is 63 cents per hour.

#### Co-op Meets

Adhering to its policy of expansion, the Board of Directors of the new Government Employees' Cooperative will meet Tuesday afternoon, January 20, at the Co-op's headquarters, 60 Lafayette St., to consider what changes and additions should be made. After a successful trial period of almost two months, the Co-op is better able to judge the needs of the government employees, for whom it has been organized.

## Policewomen Want To Be Policemen

The Policewomen's Eligibles Association has requested Mayor LaGuardia to consider their list for the 200 patrolmen appointments which are scheduled for this month. In an open letter to the Mayor, Mary Ellis, president of the organization, stated: "In your recent message to the City Council, you mentioned that 165 of the 200 men certified to the Police Department for appointment as patrolmen were in Class 1A. You stated that you were at a loss as to how to solve the problem of filling existing vacancies in the Police Department.

"May we, the Policewomen's Eligible Association, suggest that you make use of our list and appoint 200 women, not subject to the draft, who would easily fill many existing police vacancies?"

#### Survived Tough Exam

Miss Ellis also pointed out that candidates who successfully passed the policewomen test survived a series of difficult examinations for which approximately 5,000 women applied.

A request by Benjamin Menschel, attorney for a group of policewomen eligibles appointed as correction officers, that the names of policewomen eligibles appointed to appropriate positions be restored to the policewomen list, was denied by the Civil Service Commission at its meeting last week.

Commissioner Ferdinand Q. Morton, in recommending denial of the request, pointed out that the original announcement of the examination specifically stated that the acceptance of any permanent position by an eligible would terminate the eligible for further certification or appointment.

## Medical Lists

Two medical eligible lists were certified for the first time last week. The top 44 eligibles on the list for medical social worker, grade 1, were certified to fill 22 jobs in the Department of Hospitals. Twenty-one of the vacancies are at \$1,500 per year and one at \$1,380.

The first 20 names on the list for psychiatric social worker, grade 2, were certified by the Civil Service Commission to fill 3 jobs at \$1,800 and 2 jobs at \$1,500.

## Laundry Workers

Seventy-six names on the laundry worker (male) list were certified to the Department of Hospital to fill vacancies at \$780 and \$540 with maintenance. In addition 58 names on the female list for the same title were certified to fill jobs at the same salary. The highest eligible certified by the Civil Service Commission on the male list was number 525, on the female list number 860.

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# LONG WEEK

## 6-Day Week

### Stirs Tempest

New pet of Mayor "Butch" LaGuardia, the 6-day week for municipal employees met further resounding resentment this week from the same city workers supposed to clasp the new plan to their bosoms in the interests of patriotism.

Said the Transport Workers Union through Isidore Blumberg, its representative: "You can be sure of one thing: we don't see any need yet for the 6-day week around here unless the Mayor comes up with some explanation he hasn't yet made. And there won't be a 6-day week until the president of the TWU has consulted with the Mayor."

Came, on top of this, another conference request, further cluttering up the Mayor's desk. It was from the New York District of the State, County and Municipal Workers of America, CIO, signed by Daniel Allen, secretary-treasurer of the group. Said the note, in part:

"We believe we can make practical proposals on how to meet needs without extending the work week. Mr. Mayor, the morale of the employees of the City of New York took a beating this past week."

#### AFL Objects

Floyd Stickle, representative of the New York State Employees, Local 61, A. F. of L., popped up with another thrust at the Mayor on the 6-day week, saying he couldn't see any reason for it!

Said Henry Feinstein, of the Federation of Municipal Employees, A. F. of L.: "This is the Mayor's way of beating the budget. We'll prepare to fight the 6-day week unless the Mayor is willing to meet with us and show why it is necessary."

"My organization," said he, "is trying to contact the Mayor for a conference, in which he'll be asked to elaborate on why city workers must spend their Saturdays at work. We still don't see any necessity for it."

Signed by Frederick E. Libby, its president, a letter from the Civil Service Forum also made its way to the Mayor's by now quite cluttered desk. This one said the 6-day week and cancellation of holidays are illegal.

Herbert S. Bauch, vice-president of the Association of Competitive Employees of the Department of Sanitation, had a different view, expressed for his group: "We're abiding by the 6-day week. We have no intention to protest it."

Pat Harnedy, speaking as president of the Patrolmen's Benevolent Association, told The LEADER that his organization doesn't intend to do anything about the 6-day week because patrolmen aren't affected by the Mayor's order. They had been working on a 6-day week anyway. Of course, he added, their fight for a shorter work-week is for the moment abandoned.

# THE LAW

## When You Have A Legal Complaint

Persons believing themselves aggrieved by violations of the Civil Service law have four months from the day they are refused relief in which to file legal action, rather than four months from the date of the violation. This is the important point made in a Court of Appeals ruling last Thursday in the case of O'Connell vs. Kern.

The petitioner, Agnes O'Connell, was among a group of clerks in the Marriage License Bureau reclassified from the exempt to the competitive class in June, 1938. On June 30, 1939, the group was laid off, their names placed on a preferred list. Agnes O'Connell was fifth on this list, while John J. Dowd was number eight.

Two weeks after the layoff, **RENT YOUR TYPEWRITERS** For Civil Service Examinations From **Tytell Typewriter Co.**, 123 Fulton Street, N.Y.C., (Betw. William & Nassau Sts) **Reekman 3 - 5335**

Gladys B. Eddy was transferred to the Marriage License Bureau from the Brooklyn Register's Office. In November, Dowd sued to oust Miss Eddy, and was reinstated on December 15. Miss O'Connell knew nothing of this until January, 1940, when she tried to get the job in place of Dowd, pointing out that her prior standing on the preferred list entitled her to the position. Her demand for reinstatement was ignored. When she brought suit on April 11, 1940, attorneys for the city as well as Dowd maintained that she was too late, since it was already four months after the transfer of Miss Eddy.

The Court of Appeals upheld the Appellate Division's ruling that the suit was brought within the four-month period, which was to be figured from the day she was denied reinstatement. The high court went one step further, though, to order that Miss O'Connell receive salary from December 15, 1939, at the rate of \$2,250. Her attorney, Irving Saypol, will file an order immediately to put this decision into effect.

## TESTS

### Barbers, Have Patience!

The Civil Service Commission hasn't forgotten you. The examination for instructor of barbering, ordered last November, is still in the works. The requirements are being worked out by the Commission and the examination itself will be announced shortly. As soon as it is announced, the complete requirements, including the dates when you can obtain and file applications, will be published in The LEADER.

Although the exam will be for instructor of barbering, at \$1,200 a year, persons who pass the test will be eligible for appointments also as barbers at salaries of \$720 a year, with maintenance, or \$960 per year without maintenance.

## SHERIFF

### Many Lists Sent to Sheriff's Office

Approximately 150 to 160 employees will man the Sheriff's office when the reorganization of the five county offices is completed. Approximately 400 politically-appointed employees will be eliminated, according to a statement made by Paul J. Kern, president of the Civil Service Commission.

The Civil Service Commission, at its meeting last week, declared both the City Marshal's list and the P.D. Number 3 (special) list appropriate for positions as deputy sheriff. At present there are 48 deputy sheriffs in the five offices. The number of deputy sheriff positions which will remain under the new set-up is not known but it is expected to be considerably less than 48. The salaries for deputy sheriff range from \$1,500 to \$3,500.

#### Six Lists Go to Sheriff

During the past week six lists were certified to the sheriff's office by the Civil Service Commission to fill a wide variety of positions. The lists certified included the preferred list for management assistant and the open-competitive lists for porter, clerk, grade 2, cook, stenotypist, and typist.

Three names on the management assistant preferred list were certified to fill two clerk, grade 2, positions at \$1,200. Nine names on the porter list, up to eligible number 915, were certified for vacancies at the same salary, \$1,200. Thirteen names on the clerk, grade 2 list were certified for grade one jobs at \$840; 7 names on the cook list for jobs as cook at \$1,020, and assistant cook, at \$840; 5 names on the stenotypist, grade 2, list for positions at \$1,200, and 8 names on the typist list for \$960 vacancies.

Lists which will be certified in the near future by the Civil Service Commission for appropriate jobs in the Sheriff's office include those for fireman, policewoman, and administrative assistant.

As The LEADER went to press no appointments had as yet been made in the Sheriff's office from the lists certified during the past week.

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**WRITTEN TEST**—Appointments for Clerk will be made solely as a result of a written competitive examination. Typist candidates will be required to take a practical test.

**CLASSES WILL FORM** on Tuesday, January 20, at 6:15 and 8:30 P.M., and will meet each Tuesday and Thursday thereafter at the same hours.

**INVITATION**—Anyone interested is invited to attend a class session with a view of observing the type of instruction offered, after which he may enroll if he so desires.

## PATROLMAN PREPARATION

Applications for Patrolman are expected to open in February and the examination is expected in May.

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Classes in preparation for this examination which should be held within the next few months are meeting on **MONDAY** and **FRIDAY** of each week at hours to suit the convenience of the student.

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# CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

## PROBE

### GOP Whets Knife For CS Commission

(Exclusive)

ALBANY—Some powerful rural members of the Legislature are resuming talk of a sweeping legislative investigation of the State Civil Service Commission originally inspired last year by a row in the State Milk Publicity Bureau.

There is smoldering resentment against the State Commission among a bloc of the Republicans, although this attitude is by no means general. It stems directly from a decision of the Commission last year disqualifying several Republican employees of the Publicity Bureau from taking projected examinations for a number of specialized jobs in the bureau.

Later, under protest of legislators who promptly went to the assistance of the employees in Albany, the Commission recanted and permitted these along with the other employees to participate in the examinations. Experience was rated 60 per cent. The GOP legislators again protested that the employees they sought to protect automatically had no chance whatever of passing on that method of scoring, although

all of them had been in the bureau for five or six years under annual reappointment by the Commissioner of Agriculture and Markets.

The upshot was that although the examinations were conducted months ago no eligible lists have been established and everything is status quo in the bureaus.

But the resentment of the legislators has not abated and with the reconvening of the Legislature these men were brought together again to exchange their misgivings and their grievances. Now they are talking "legislative investigation." And it's not unlikely that they are really looking beyond, to the important gubernatorial campaign later this year.

Whether they will proceed with a resolution for this purpose will not be known until after conferences with legislative and, perhaps, party leaders. If the resolution goes in it will be almost sure of passage since it is not likely the leaders will okay any such move unless they intend to go through with it.

The sponsors of the investigation would confine it to the administration of the State Civil Service Department upstate only. Their excuse for a broad inquiry into the department would be on behalf of upstate counties who are compelled under the Fite Law to place their public offices under some form of civil service administration—including optional control by the state body. The inquiry, ostensibly, would be to enlighten the counties on the methods of the Commission

## Questions and Answers On Federalization Of New York State Employment Service

Federalization of the State Employment Service, which took place January 1 on direct order of President Roosevelt, has deep significance. Not only does it drastically change the working life of more than 1,500 men and women in New York State, but it provides the blueprint for further transfer of State functions to the federal government. Already the unemployment insurance branch of the State Labor Department faces such a change, and it is not unlikely that the war agency will find more State agencies going federal.

The LEADER has been publishing, these past weeks, many stories about federalization, from New York City, Washington, and Albany. This week we have prepared a number of the major questions bothering interested employees and have obtained from many sources the best answers to them available at this writing. When reading these answers, please remember that they tell the status of each problem at the present moment, and any or all

may be changed in the future. We will publish such changes as they occur, as well as the answers to all other problems that may come up. We welcome comments as well as further questions.

### 1. Which employees have been transferred from State to federal payroll?

All employees of the Bureau of Placement whose duties consisted wholly or principally of Employment and Placement work, and many of the employees in the staff services whose duties were principally in connection with servicing the Employment offices.

### 2. What are the chances of new jobs being created as a result of the reorganization?

Insofar as State payrolls are concerned it is unlikely that any new positions will be created as a result of the reorganization.

### 3. What about the recent questionnaire on which DPUI employees recorded their choice: to work for the State or for the federal government?

These questionnaires were not generally distributed throughout the DPUI, but were directed only to the employees who were actually transferred to the Federal Government. Approximately 400 of the employees so questioned expressed a preference to remain on the State payroll.

### 4. What is the new status of those transferred to U. S. service?

The employees who were transferred to the Federal payroll have been granted a two months' leave of absence without pay from their State positions. Those who had achieved permanent status in the State service on or prior to December 31, 1941, were transferred to the Federal service effective January 1, 1941 as probational indefinite employees. All other employees in the category of provisional and temporary employees were transferred on a job employment basis for a temporary period not to exceed ninety days, which may possibly be extended for an additional period.

### 5. If any are eventually dropped, do they go on State or Federal lists?

The State Civil Service Commission has not as yet determined whether or not the employees who were transferred can be placed on preferred eligible lists for possible reemployment with the State. The names of probational indefinite employees who may be dropped from the Federal payroll will be placed on a Federal reemployment list and will be eligible for reinstatement to other Federal jobs for which they are qualified.

More Next Week.

## LISTS

### Action on Prison Guard

Action on the prison guard list was forthcoming last week from the office of the State Correction Department, when appointments for permanent jobs went down to eligible No. 114, with a rating of 89.132, while temporary posts were given down to eligible No. 160, whose rating is 88.588.

Deputy Commissioner Leonard explained that original standing on the list controls change from temporary to permanent status. In other words, those who refuse temporary jobs are considered for permanent jobs whenever their name is reached. The probationary period is not considered for temporary appointees; the three-month trial period begins only with permanent appointment.

Temporary employees are not eligible for vacation leave nor is it compulsory that they contribute to the pension fund.

In connection with the temporary situation among guards, some legislation may be offered at this session of the Legislature. Since guards who are being re-

placed on a temporary basis will be out of service for the duration, those who replace them may be working for several years without any of the benefits of permanent Civil Service employment. It is possible that new legislation will place such temporary workers on preferred lists when those whom they replace return to State service.

Next meeting of the Eligibles Association will be held Thursday night, January 22, at Jacob Riis Settlement House, 48 Henri Street, New York City.

### Counsellor List Expected

Although establishment of the employment counsellor list has been held up by unexpected snags, the Division of Placement and Unemployment Insurance went ahead last week with plans to make wholesale appointments. The jobs are in the Employment Service offices, switched January 1 to federal control.

An alphabetical list of 80 names was unofficially obtained by the DPUI from the State Department of Civil Service and each was circled with the query: Would he accept appointment if offered? Civil Service officials would not give out the list unofficially for fear that it might not jibe with the official list.

Meanwhile DPUI officials anxiously await establishment of the list, and plan to make appointments immediately afterwards, on the basis of acceptances obtained over the week-end.

## NEW BILLS

ALBANY—As the 1942 State Legislature stepped into its second week, the flood of Civil Service bills continued. Among the highlights:

The Page Bill, S. I. 113, placing veterans on the top of Civil Service lists, but subordinate to disabled veterans who go to the top under present law.

The Wicks Bill, S. I. 134, ending the probationary period for promoted employees.

The Crews Bill, A. I. 98, ending educational credits in promotion tests.

The Dorn Bill, A. I. 99, establishing preferred lists on a commission-wide rather than department-wide basis.

The Guida Bill, A. I. 102, providing for credits for volunteer civilian defense work in open competitive and promotion tests.

## Where Do I Stand? STUDY AIDS License Examiner

The following are the latest certifications from popular State lists in New York City and Albany. P denotes permanent; T means temporary.

Junior Clerk			
P-New York	\$900...	2,335	82.875
P-Albany	\$900	6,899	76.50
T-New York	\$900	6,856	77.75
T-Albany	\$900	6,640	78.45

Junior Stenographer			
P-New York	\$900	1,669	83.70
T-New York	\$900	2,345	78.00

Junior Typist			
P-New York	\$900	1,726	85.70
P-Albany	\$900	3,394	76.50
T-New York	\$900	3,393	76.60
T-Albany	\$900	3,390	77.24

Assistant File Clerk			
P-New York	\$1,200	243	88.20
P-New York	\$900	611	86.70
P-Albany	\$1,200	188	88.60
P-Albany	\$900	2,094	84.00
T-New York	\$1,200	459	87.30
T-Albany	\$1,200	1,350	85.30
T-Albany	\$900	3,350	82.50

Assistant Clerk			
P-New York	\$1,200	138	90.17
P-Albany	\$1,200	908	86.97
T-New York	\$1,200	817	87.17
T-Albany	\$1,200	2,517	84.57

Assistant Stenographer			
P-New York	\$1,200	317	88.60
P-New York	\$1,200	255	87.70
T-New York	\$1,200	1,683	81.60
T-Albany	\$1,200	1,351	83.20
T-New York	\$900	1,383	79.68

Assistant Typist			
P-Albany	\$1,200	189	87.40
P-New York	\$1,200	369	86.29
T-New York	\$900	383	86.16
T-New York	\$900	1,383	79.68
T-Albany	\$1,200	1,480	77.84

Latest permanent appointments from these lists follow:

Junior Clerk			
New York	\$900	1,635	83.975
Albany	\$900	6,850	77.875

Junior Stenographer			
New York	\$900	1,011	86.10
Albany	\$900	2,347	77.80

Junior Typist			
New York	\$900	1,390	86.60
Albany	\$900	3,199	80.10

Assistant File Clerk			
New York	\$900	105	89.60
Albany	\$1,200	127	89.20
Albany	\$900	1,581	84.70

Assistant Clerk			
New York	\$1,200	79	90.75
Albany	\$1,200	786	87.26

Assistant Stenographer			
New York	\$1,200	173	89.10
Albany	\$1,200	472	87.10

Assistant Typist			
New York	\$960	539	85.29
Albany	\$1,060	167	87.60

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# WELFARE NEWS

By HENRY TRAVERS

## Chitterchatter

More than 75 staff members attended the farewell party given popular Townsend Hand, Director of Community Relations, at the Aldine Club last week. He's going to the O.P.M. . . . Charlie McHale, the genial receptionist at 902, who served as a 1st Lieutenant in the first World War, has again offered his services to the government . . . Anna Podell of the Legal Division and Margaret Blitz of Resource are at Miami Beach . . . Ruth Kleinholz of Special Investigations has just returned from her annual visit to Florida . . . Helen Mayer of

Medical & Nursing just returned from a two weeks' vacation which illness stretched into three weeks . . . Mary Stewart of Medical is willing to give lessons to anyone who would like to learn the game of Michigan or any other game according to Hoyle . . . Catherine Cook, the charming steno in Special Investigations, would probably win a popularity contest at 902 B'way. . . . Frances Weldon and Vera McNally of Resource are planning to spend their vacation in Florida . . . The new uniforms of the elevator operators were noticed by all passengers on the day of their appearance. Marcus looks the part of a sea-captain while

Booker's uniform tends to rival and outshine his sparkling wit . . . Wedding bells recently chimed for Amelia Dalven, typist in D.O. 84. Amelia is resigning to live in Philadelphia . . . Bernard Chazen, Office Manager in D.O. 72, is a proud dad . . . Violet Brandshaft, a clerk in D.O. 34, soon will be flashing photos of her new baby boy . . . Ada Pitzer, stenographer in D.O. 34, will middle-aisle it shortly . . . A romance that started in Bronx-Queens OAA has blossomed out to wedding bells for Dom Corralongo of OAA and Pauline Filloramo of the Div. of Shelter Care.

lian, D.O. 17; Helen Costanzo, D.O. 25; Abraham Magidoff, D.O. 5; Madeline Liquori, D.O. 81; Charles M. Werner, D.O. 25; Julius Schwartz, D.O. 34; Julius Samuels, D.O. 17; Helen Pearlman, D.O. 17; Frances Neuthaler, D.O. 17; Louis Milkman, D.O. 58; Harry Mermeister, D.O. 5; Robert Markowitz, D.O. 73; Tessie Rauch, D.O. 5; Charlotte G. Rosswaag, D.O. 5; Emma Ligett, D.O. 5; Leona Schacter, D.O. 5; William Ross, D.O. 5; Vera Cowles, D.O. 5; Edward J. Sette, D.O. 5; Shamry B. Wilson, D.O. 5; Beatrice Goldman, D.O. 5; Mobile Begman, D.O. 5; Irving Kaye, D.O. 5; Joseph Siegel, D.O. 5; Regina Rose, D.O. 17; Anne Dowling, D.O. 17; Helen Hailbarn, D.O. 17; Rita Levy, D.O. 17; Rob-

ert Glass, D.O. 17; Dorothy Hearn, D.O. 17; Laura Jensen, D.O. 17; Blanche Dansky, D.O. 17; Adam Sommer, D.O. 17; Rose Gans, D.O. 17; Sylvia Zirin, D.O. 17; Carol Hirsch, D.O. 17; Solomon Shapiro, D.O. 17; Sarah Ash, D.O. 17; Lucille Tuckman, D.O. 17; Miriam Kahan, D.O. 11; Ruth C. Ginsburg, D.O. 11; Estelle Lukas, D.O. 11; Lillian C. Palace, D.O. 11; James S. McKay, D.O. 11; Helen Silverstein, D.O. 11; Ruth Yust, D.O. 11; S. Arthur Dansyear, D.O. 11; Anna Barr, D.O. 11; Ida Milstein, D.O. 11; Abram Vogel, D.O. 11; Justine Ponthus, D.O. 11; Julius Rosbeck, D.O. 11; Samuel M. Hacker, D.O. 11; Ida Kornblum, D.O. 11; Freda Ramelson, D.O. 17; Muriel Sack, D.O. 17; Meyer Drabkin, D.O. 17; Abraham Breiman, D.O. 17.

# POSTAL NEWS

By DONALD MacDOUGAL

## Laborers Want Title Change

Spurred by the efforts of Local 1, National Association of Post Office and Railway Mail Laborers affiliated with the American Federation of Labor, a campaign is currently under way to change the title of postal laborer to that of mail handler. The group feels it is speaking not without justification. Some of the duties required by this job are (1) handling of cancelling machines, instrumental in the cancellation of stamps and letters and (2) knowledge of primary separation of letters. Harold McAvoy, national president, has been operating from the Capitol Hill end on this matter. No legislation is required for this rectification.

## Subbing Order

Local 1 also is concerned with another item at the moment: the rescinding of the Howes "sub-

bing" order, enabling postal laborers who have had three years of satisfactory service to take a non-competitive examination for promotion to postal clerks and carriers without resigning their present regular status to become substitute clerks and carriers. The group insists the "subbing" order is unfair because it "retards genuine promotion opportunities for postal laborers". Upon which it elaborates: "We favor giving postal laborers the opportunity to retain their regular laborer status while rotating on the clerk and carrier list until their number has been reached for regular appointment. This, in our opinion, is the only way promotional opportunities for postal laborers would really mean something".

## Subs Advanced

Four classified substitute carriers have been appointed as regulars by Postmaster Albert Goldman as of January 16 to fill existing vacancies. Since the present carrier eligible list was promulgated in March, 1937, 299 classified substitutes have been ap-

pointed regular carriers with a liberal proportion of them serving substitution periods of three and one-half years and upward.

## Appointment

William T. Browne Jr., president of Local 10 of the Federation of Post Office Clerks, has been appointed vice chairman of the Defense Committee for Government Employees by the Central Trades and Labor Council, A. F. of L.

## New Headquarters

The Empire Branch 36, National Association of Letter Carriers, the New York Letter Carriers' Association and the Empire Branch, 36, of the N.A.L.C. Credit Union set up headquarters at 276 W. 43d Street, Manhattan, yesterday.

## War Economy

The federal government this week passed along a suggestion that, since all defense essentials must be conserved for war time production, post office employees should ascertain that postal service equipment, supplies and materials are not squandered; in fact, that they are so used as to lessen in all ways possible the material and production demands upon industry.

# MENTAL HYGIENE

By JOHN F. MONTGOMERY

## Progress of the Lists

Here's the latest on the progress of the Hospital Attendant lists:

The new list was recently exhausted for men in all zone four institutions with the exception of Manhattan State Hospital on Ward's Island. That takes in hospitals both within the five boroughs and outside.

As for women, the old list has been exhausted for institutions outside the city. Inside, latest certification is 14,836, latest appointment is 13,640. The new list has been certified down to 3,985 for women outside the five boroughs, while appointments have reached to 3,522. The new list hasn't been touched for women inside the city.

A total of 459 permanent jobs have been made from the old list in zone 2, and 74 from the new list. In addition, 80 provisional appointees are at work. This is the zone 2 situation by institutions:

	Male	Female
Utica	17	13
Marcy	10	31
Rome	4	21
Syracuse Psychopath.	9	2
Syracuse State Sch'l	18	1
Binghamton	22	25
St. Lawrence	13	5

In zone 3, 234 permanent appointments have been made from the old list, 143 from the new, and 331 provisional appointments. From the old list, male appointments have gone down to 14,804 (1,042 in the zone), female to 14,359 (1,023 in the zone). From the new list, latest male appointment was 4,054 (348 in the zone), latest female 4,045 (346 in the zone).

This is the situation by institutions:

	Prov. now working	Per. cert.
Harlem Valley	33	45
Hudson River	55	4
Letchworth Village	42	50
Wassela State Sch'l	41	47
Middletown	12	2

## In the Army

In the Army now: Glen Dugan

and Frank Glah, from Wassala . . . New employees: Arthur Michaels, Mrs. Mary Sinsavage, Helen Donovan.

## Chit Chat

Dr. Frank F. Hallman, director of clinical psychiatry at Rockland State Hospital, is now State Director of Mental Hygiene out in Michigan . . . Papers read at the recent quarterly conference of the Mental Hygiene Department: "A Report of the Researches Carried Out at the Psychiatric Institute During the Year 1941" by Dr. Nolan D. C. Lewis, director; "Factors in the Production of Spinal Fractures During Shock Therapies," by Dr. William A. Horwitz; "The New Nichols Building at New York Hospital-Westchester Division," by Dr. Clarence O. Cheney.

## Bills

Assemblyman Barrett started the ball rolling for Mental Hygiene employees in the 1942 Legislature with two bills:

(1) providing that employees of Mental Hygiene institutions receive \$32 a month in addition to regular wages for outside board and lodging whether or not there are accommodations in the institution.

(2) striking out the provision in the Mental Hygiene Law that salaries of officers and employees in the State hospitals shall be uniform, provides that salaries shall be fixed in accordance with the Feld-Hamilton Law, and places nurses in the subprofessional service.

There they are, fellows—let's go!

## If You'd Like To Add Fast

The Lightning Computing School provides a ten-week semester for those seeking to become trained calculators. It offers a free three-day trial course as a preliminary



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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, January 20, 1942

## The Long Work-Week

**T**HE big question about the six-day week for New York City employees is this: Does it help the war effort?

If the answer is in the affirmative, then any discomfort or personal sacrifice must be accepted by employees.

If the answer is in the negative, then the Mayor's action in ordering an extended work week must be considered unjust.

We feel that this issue is not one for name-calling; simply one in which all the facts must be considered.

The facts, as our reporters gather them:

1. Employee morale has suffered.
2. The quantity of work performed has not materially increased.
3. Most employees do not understand the reason for an extension of the work-week at this time.
4. In many cases, there is no indication of the manner in which the additional work-time will be utilized.
5. There is widespread talk that the motivating reason for the order was budget, not defense. This point is buttressed by the fact that the Budget Director has asked city departments to reduce their budgets by approximately 7 per cent.
6. The volunteer defense work in which employees are now engaged may suffer, because there just isn't enough time in the week to do everything.
7. There is brooding dissension because it's more work, no more pay—at the very time that employees are fighting for a pay raise.

As we size the situation up after many interviews with both employees and officials, the ordinary civil servant in New York City is perfectly willing to give this additional time—he is willing to give to the limit—provided he knows that his efforts are helping the war program. He is not willing to give his time merely to do more work of the same kind—work whose tie-in with the war program he can't see; this looks to him as though the external situation is being used to take advantage of him.

Without in any way impugning the motives of Mr. LaGuardia in ordering an extended work-week, we feel that the whole matter should have been given deeper thought. In the first place, the method used—springing it suddenly upon an unsuspecting civil service—was hardly calculated to elicit good will. Secondly, the Mayor may well have called in employee representatives in advance, informed them of the proposed action, given clearly his reasons for it, and worked out with them an efficient method of operation.

It isn't too late yet to do it.

There must be absolute candor and confidence on both sides—nothing less will do.

## Letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. It is the intention of this department to be an open forum for people interested in civil service.

### Where Is the Money Coming From?

Sirs: There has been some discussion recently among city employees (of whom I am one) about prospective salary increases to meet the increased cost of living due to the present emergency.

At the hearing before the City Council Committee, and in various newspaper articles, including the one in The LEADER, there was some criticism of the fact that these employee groups did not propose the source from which the money should be derived. It seems to me that this criticism, slight as it may be, is unfair. When employees of private corporations get increases in salary, the matter of where the money is coming from

is purely an administrative problem, and if it cannot be obtained from any other source, the selling price of the merchandise offered for sale must be increased. This, of course, is assuming that operating costs cannot be decreased. The situation so far as city employees is concerned is identical. It is not a problem for them, but strictly for the Board of Estimate. The Board of Estimate or administrative head is identical to that of a corporation head or board of directors and therefore it becomes their problem to decide where the funds are to come from.

With the increased cost of living and the increase in rents, there is no reason why there should not be an increase in taxes as a last resort. If this cannot be done because of a constitutional limit, the

law should be amended to permit it.

I offer this method of obtaining the money as a last resort, and only if it cannot be found in accruals or by increasing the rapid transit fare in the City of New York. W.F.L.

The LEADER would like to hear other opinions.—Editor.

### Raise Age of Cop Candidates?

New York's young men are not in sufficient numbers now to compete for the coming patrolman test. Remedy: Consideration should be given to those over 29 years of age, to allow them to compete in the patrolman's examination.

A 30-YEAR APPLICANT.

*Don't*

**Repeat This!**



**T**HE NEXT AFL-CIO tangle for government workers will be among laundry employees in the Hospitals Dept. . . . Navy recruitment booklets still carry the legend: "Do you want to stroll on the beach of Waikiki?" . . . Technological advances are already causing layoffs in aircraft plants . . . The battle in the Legislature for the differential for all drafted State employees is just so much shadow-boxing. It hasn't got a chance . . . The U. S. Civil Service Commission adds people to Uncle Sam's payroll at the rate of three a minute . . . One of the Mayor's secretaries is Army-bound . . .

### Thunder on the Left

A reporter on a metropolitan paper who specializes in exposing the allegedly radical actions of city officials was himself bounced from an Eastern university several years back—for radical activities . . . Organization in the Sanitation Dept. has been held up by an auto accident to Ed Hannah, vice-pres. of the Hod Carriers' Union. He's fully recovered now . . . How come so many neophyte cops are sent to Harlem, considered a plenty tough assignment? . . . The transportation officer at Camp Forrest, Tenn., is a first lieutenant yclept Pullman Carr . . .

### Fire Bells

A local fire company recently responded to an alarm from a street box. "Where's the fire?" they shouted to a woman standing near the box. "There's no fire," came the ready answer. "I'm the air-raid warden—I turned the handle to let you know I'm ready for duty" . . . The OCD is taking steps to aid the hard-of-hearing who can't respond to a siren in case of an air raid . . . The Wages and Hours Agency is headed for the Times Square sector . . . Add slick slogans: "If you don't know what cooperation means, watch what happens to a wagon when the wheel comes off!" It's from a local OEM office . . . The Salvation Army reports that the help at Tiffany's contributes far more than the customers. . . . What's going to be with all that extra space the regional office of the OCD has in the Port Authority Building? . . .

## Merit Men



**FIRST CITY-WIDE SHERIFF** is quiet, mild-mannered, 39-year-old John J. McCloskey, Jr., Princeton, '24.

Wading through the seemingly insurmountable masses of detail that go into the work of a Mayor's office is nothing new to McCloskey, a former Herlands investigator. As an examiner of accounts under both Blanshard and Herlands, McCloskey did the tough, unspectacular spade-work which resulted in the sensational exposes of the Welfare Island penitentiary mess and the Dutch Schultz bail-bond racket. As chief assistant to Irving Ben Cooper, counsel to Investigations Commissioner Blanshard, McCloskey was largely responsible for the evidence which caused the Manhattan Grand Jury to bolt and act in a way previous Grand Juries had not dared. The result of the mass of corruption presented to this now-famous "runaway Grand Jury" was the appointment of Thomas E. Dewey as special prosecutor and the disbarment of Dixie Davis, Schultz mouthpiece.

### Became Deputy Commissioner

McCloskey's six years of service in the Investigations office was rewarded in 1939 with an appointment as Deputy Commissioner. Upon the passage of the county reform referendum in last November's election, associates in the Investigations office urged him to take a crack at the first civil service examination for the newly-created city-wide Sheriff's post. McCloskey took the examination and now modestly admits that he was greatly surprised to find that he finished number 2 in the test.

### Suburban Business Man

Prior to his appointment in January, 1934, as an examiner of accounts by Paul Blanshard, McCloskey lived the quiet life of the average prosaic suburban business man. Born in Princeton, New Jersey, in 1903, he was educated in parochial schools, Princeton High School and Princeton University, from which in the natural sequence of events, he graduated in June, 1924. He spent his next ten years as a salesman and sales manager for the Firestone Tire and Rubber Company, working out of Newark.

In more ways than one McCloskey's education began when he entered the city service. In the same year, 1934, he enrolled in Brooklyn Law School. One of his classmates was his boss Paul Blanshard. In June, 1937, he graduated cum laude, a member of the Philomonic Council, the school's honor society, and a member of the editorial staff of the Law Review. He was admitted to the bar in December of that year.

### Sleeves Rolled Up

Married, the father of two girls, aged 10 and 13, McCloskey lives in the Bay Ridge section of Brooklyn. He plays tennis, golf and bridge and says he is an amateur in each of these pastimes. He doesn't expect to have much time to improve his amateur status in any of these diversions in the near future. Literally, he has his sleeves rolled up and is going about the reorganization of the Sheriff's offices in a careful, methodical, typically McCloskey manner.

## QUESTION, PLEASE

### Maintainer's Helpers Won't Lose Rights

**M. S.:** If you enlist or are drafted into any of the armed forces all your rights as a maintainer's helper "B" will be preserved. Your enlistment will be considered the same as a military leave and is, in effect, a leave of absence. If you accept a position at the shipyards at Pearl Harbor, you will be considered on military leave and the usual leave of absence must be requested of your department head. This matter is entirely discretionary with him.

### This Resignation Needn't Be Final

**T. S.:** If you resign your present position with the city, since you feel that your services at present would be far more valuable in a defense industry in view of your considerable experience during the first World War, you are entitled to make an application for reinstatement within one year of your resignation. It is, however, entirely discretionary with your department head as to whether you will be restored to your original position or not. The fact that you are entitled to make an application for a reinstatement doesn't mean that your job is automatically returned to you when you come back.

### Firemen May Reclaim Jobs After War

**J. K.:** As an eligible on the fireman list you are entitled to the following rights: 1. If you are either drafted or volunteer for army service, your name will be restored to its position on the list upon your return. 2. If you are at present serving your probationary period after having received an appointment to an appropriate position from this list, and are either drafted or volunteer, your services in the army will be considered as having satisfactorily completed your probationary period, and your job will be con-

sidered permanent upon your return. 3. If you accept an appointment as special patrolman from this list, your name will not be taken off the fireman list, and when your number is reached, you will be allowed to accept a position as fireman. 4. If during your service in the armed forces the list for fireman expires, your name will be placed on a special military list for a period of one year following your discharge. 5. If you are not appointed during that year, you will have no further rights to an appointment from this list. 6. The present list for Fireman is expected to continue during the normal life of a list, which is four years. 7. If you accept an appropriate position as patrolman on aqueduct from the fireman list, your name will be taken off the list for a period of one year, and will then be restored to the list.

### Cleaner Jobs Not Open Now

**W. B.:** The position of cleaner (female) is not open for application at the present time. If you wish to get a Civil Service job, you must file an application if and when the examination is open for application, and provided that you meet the minimum requirements necessary to take the test. If you are willing to take a Civil Service job, other than the one you mention, we suggest that you take advantage of the free vocational guidance service described elsewhere in this issue and which is available to all regular subscribers of The LEADER. On the basis of a personal interview, we will take down on paper your training and experience, tell you what jobs are open for application that you can take immediately, and notify you by mail of examinations as soon as they are open for application. In this way you will be sure to file an application each time you are qualified for a Civil Service job, whether in the city, State or Federal Government.



# DEFENSE TRAINING

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

## The Employment Outlook—1942

By M. Joseph Tierney

Assistant Director for Metropolitan New York  
United States Employment Service

THE swift stepping-up of employment in war production today is being counterbalanced by a swift contraction of employment in non-essential industry which has been hit by materials shortages. The latter situation will probably get worse before it gets better, but indications point to a tight labor market by the end of 1942.

Upstate New York is already close to a real labor shortage. In New York City, on the other hand, more than 300,000 are actively seeking work through the many local United States Employment Service offices. Reluctance on the part of out-of-city and out-of-state employers to hire New York City workers, and reluctance of New York City workers to leave the metropolitan area, contribute to a real inflexibility of the New York City labor market. It is probable that a surplus of labor will continue in New York City, even after the upstate area becomes so short of labor as actually to hold back needed operations and prevent needed expansion. The size of our unemployed group will at least partially be a measure of the efficiency of our war planning.

The rate at which unemployment will diminish in 1942 depends on several factors—the extent and speed with which non-defense plants can be converted to defense work; the extent and speed with which non-defense workers can be shifted or retrained for defense production, the development of war industry in localities where non-essential

industries have shut down, the extent to which the armed forces siphon off workers from the labor market, the extent to which the normal labor market is enlarged by students leaving school and housewives seeking war work; and the speed with which industry already engaged in war production can expand and achieve the 24-hr. day and 7-day

week called for by the President.

In the months ahead, this country's economy will be transformed by the channeling of 50 per cent of the national income into the production of war materials. This all-out war effort will eventually open up jobs somewhere for everyone who can work or contribute in any way to the armed defense of the country.

No one can say exactly what the temporary effect on employment in the transitional period will be. We have already seen the wide-scale disruptions caused in non-essential industry by the curtailment of supplies of silk, rubber, chemicals and metals. Garment workers' jobs are threatened by a shortage of needles. The cosmetics industry is threatened by chemical shortages. The carpet industry is threatened by shortage of jute. The glove industry is threatened by a shortage of chromium used in the tanning of leather. Automobiles, the rubber industry, manufacturers of office machines and equipment, the refrigerator industry, the radio industry—all have been affected, and one of the first results has been the wholesale layoff of salesmen, advertising personnel and other white collar workers. Some estimates have predicted resulting temporary unemployment in the United States of as many as 2 million workers. Such an estimate is difficult to prove or disprove, because of the complex nature of the problem. It is probable, however, that not more than 10 per cent of all manufacturing workers will be affected, and the actual lay-offs may be much fewer. The full effect of the transitional phase depends on the enterprise of manufacturers in seeking defense contracts, the capacity of government agencies to spread defense work, the speed with which management can

achieve mass war production, and the success of science in perfecting substitutes for essential materials.

### More Work for Women

Some of the long run developments affecting employment in the state are a possible tremendous increase in the armed forces and a resulting demand for greater employment of women, as in Great Britain; a potentially higher birth rate in the next few years because of a greater number of marriages and the easing of family economic conditions, the growth of new industries, power expansion programs and technological changes.

### New Industries

Many new products and industries are already developing. A new product known as pliofilm plastics, a rubber derivative made of crude rubber combined with a rubber resin, can be used to replace aluminum now used in the fuel tanks of combat planes and automobiles; a synthetic super-fuel which has been developed for aircraft will, it is claimed, enable United States planes to climb higher and fight harder; a new auto jack has been developed that will require no manual exertion; tires are already in production from synthetic rubber; new strips in the field of extruded plastics, being produced from cellulose acetate butyrate, are expected to replace aluminum, copper and brass for building materials, household furniture and copper tubing; plastic tips for shoestrings are expected to release about 500,000 pounds of metal for other uses; formula C-102 is expected to replace aluminum for many defense purposes. And in the laboratories of the nation other new fields are being charted daily. These new developments emphasize that under pressure of war demands, the country is un-

dergoing an industrial rejuvenation that is going to revolutionize products and techniques and is bound to have profound effects on the volume of employment and the occupational skills needed in industry.

On the basis of United States Census figures, it is estimated that there were about one million unemployed workers in New York State in April, 1940—either looking for work or engaged on some government work relief project. These unemployed workers plus students released from schools in June, 1940, constituted a huge labor reserve on which industry could draw as the defense program got under way, although a substantial part may have been only temporarily laid off, sick, physically handicapped, superannuated, unsuited for the type of work offered, or not located in areas where their abilities were needed.

### Small Labor Reserve

Defense production, military recruitment and migration from the state are estimated to have reduced this reserve to 660,000 by April, 1941, and an additional reduction by April of this year is expected to leave a total labor reserve in the entire state of not more than 400,000. This estimate, which takes into account new war industry employment and non-essential industry layoffs, will have to be revised upward to the extent that inflexibility of the labor market and failure to tap the New York City reserve introduce artificial restrictions on employment.

As there are probably 300,000 persons normally unemployed in the state at any given time because of seasonal or other temporary lay-offs, an unemployment figure as low as 400,000 would represent a close approach to a general shortage of labor.

## Where to Apply If You'd Like a Job in War Production

Today, with America at war even more so than when America was engaged in its peace-time defense effort, the offices of the United States Employment Service see to it that man and job meet. You are asked to register with the appropriate office if you have skills qualifying you for a defense job or if you are now in a semi-skilled or unskilled job but feel that you have the skills needed for more vital work.

In New York State, the employment offices have recently been twice reorganized in an effort to tighten up their operation in the interests of efficiency. Today, under President Roosevelt's orders, the offices have been switched from State to Federal jurisdiction so that inter-State exchange may be facilitated. In addition, those with certain types of skills are directed to offices exclusively for them.

Here is where you're to go, if you live in the metropolitan area:

### Commercial Jobs

Commercial Jobs (professional, outside sales, retail sales, office machines, general clerical, secretarial)—10 East 40th Street, New York City.

Hotel and Service Jobs (hotel, restaurant, building maintenance, general service)—40 East 59th Street, New York City.

Household Jobs—for "sleep-in" jobs—137 East 57th Street, New York City; 409 Fulton Street, Brooklyn; 29-26 41st Avenue, Long Island City; for other household jobs: 220 West 80th Street, New York City; 25 Hyatt Street, St. George, S. I.; 284 East 149th Street, Bronx; 29 East Fordham Road, Bronx; 937 Kings Park-

way, Brooklyn; 526 86th Street, Brooklyn; 40-36 82nd Street, Jackson Heights, and 90-01 Sutphin Boulevard, Jamaica.

Building and Construction Jobs (mason trades, pipe and machine, wood and paint)—44 East 23rd Street, Manhattan; 205 Schermerhorn Street, Brooklyn; 29-27 41st Avenue, Long Island City.

Industrial Jobs (metal products, food and chemicals; wood, paper, and glass; transportation and amusements)—87 Madison Avenue, New York City (for metal products jobs in all boroughs); 205 Schermerhorn Street, Brooklyn; 29-28 41st Avenue, Long Island City.

Needle Trades Jobs—225 West 34th Street, New York City (for dress industry jobs in all boroughs); 51 Nassau Avenue, Brooklyn.

### For Local Residents

All Jobs, for residents of local areas: 25 Hyatt Street, St. George, S. I.; 50 Glen Street, Glen Cove, L. I.; 79 Washington Avenue, Hempstead, L. I.; 47 North Village Avenue, Rockville Centre, L. I.; 10 South Ocean Avenue, Patchogue, L. I.; 8 Church Street, White Plains; 151 Westchester Avenue, Port Chester; 20 South Broadway, Yonkers; 102 Stevens Avenue, Mt. Vernon; 578 Main Street, New Rochelle.

Upstate offices are listed in telephone directories.

While the Employment Service offices are today filling the bulk of the defense jobs, other agencies—public and private—also help man meet job. For example, the U. S. Civil Service Commission cooperates with the Employment Service but also does its own recruitment; through announcements in such publications as The LEADER, on bulletin boards in post offices, and in announce-

ments over the radio. For this area, headquarters of the Commission are at 641 Washington Street, corner Christopher Street, New York City. Here you will find application blanks for all the federal jobs listed in the examinations section of The LEADER.

### Card No. 376

The Commission will also let you know directly when an examination has been opened for which you qualify. Write to the Commission at Washington, D.C., and ask for card number 376. On this, list your name and address and the type of exam in which you are interested. These cards are kept on file and you will be notified in time to file for your test. Once you are notified the

card is destroyed and you must fill out a new card if you wish to remain on file. Your card will be destroyed if nothing comes up for you within three years.

There are, of course, still some defense employers who do not use the Employment Service but hire directly. It would be wise, then, for the person looking for a defense job to follow in the papers the lists of those getting contracts. A prompt trip to the personnel office may be worthwhile.

Here are some other places to go: private employment agencies, union hiring halls, placement offices of schools, alumni associations, the daily newspaper want-ads, and the placement offices of organizations, clubs, and fraternities to which you may belong.

In this and succeeding pages, The LEADER presents one of the most complete surveys of defense training opportunities ever made. It was a huge task to gather, collate, and prepare this material for publication, but a task of which The LEADER'S staff is proud. To all those public officials, educators, and training experts who aided us in assembling the material, The LEADER expresses thanks. It is suggested that readers retain this section for future reference.

## WANT A CAREER IN A DEFENSE INDUSTRY?

Watch for the Prize Essay Contest to Be Announced in Next Week's Civil Service LEADER

Prizes—Many Scholarships in Defense Schools

For Details See Next Week's Issue of the

CIVIL SERVICE LEADER

or Write Arthur Rhodes, Civil Service Leader,  
97 Duane Street, New York City

## AIRLINE TRAINING FOR MEN, WOMEN

School bells add their clang to the symphony of LaGuardia Field daily as an average of 250 young men and women bury their noses deep in books during classes of the seven specialized schools for training personnel at the general offices of American Airlines, Inc.

To meet the demand for personnel possessed not only of a broad background but also skilled in specific jobs, the nation's greatest air line maintains classes year round in schools for pilots, stewardesses, apprentice mechanics, communications workers, agents—both operations and reservations—apprentice engineers, and traffic specialists.

All are on the American Airlines payroll while they attend the school.

### Pilot Training

In the pilots training school, approximately 30 experienced alrmen are to be found hard at work under the tutorage of Capt. William B. Lester, chief instructor. These men, already seasoned by many hundreds of hours in the air, must take an additional eight weeks of training before they are assigned to positions as First Officers on the Flagships.

Under the direction of Miss Hazel Brooks, 25 to 35 registered nurses from all corners of the United States undergo intensive training to fit them for positions as Stewardesses on the Flagships. And while they are in school, the machinery is functioning for the selection of another group to start the course before the preceding

(Continued on Page Sixteen)



# NYC Gives Training for War Production

## Courses Available; New Setup for High School Seniors; Women Probably Later

Biggest defense training set-up in the United States is that of the New York City Board of Education. Operating on a 24-hour-a-day schedule, the Emergency Training Program provides two kinds of courses: (1) supplementary; (2) pre-employment refresher.

Supplementary courses are for those persons now employed in occupations essential to national defense. The purposes of the courses are to improve skills and enlarge knowledge.

Pre-employment courses are designed to train persons so that they will be prepared to take positions in defense industries.

Refresher courses are pre-employment courses for persons with previous experience, who need "brushing up" on their skills so that they may become available for employment in defense industries.

There is no charge for any of these courses.

### Who's Eligible?

To be eligible for one of the courses given by the Board of Education, the applicant must be a citizen of the United States, or must possess first papers. There are no rigid age limits, except that none are taken under 17½ years of age.

It isn't possible, if you'd like to take one of the Board of Ed courses, simply to go over to their headquarters and register. You have to be "referred."

The agencies that may refer you if you are now employed:

1. Advisory Board on Vocational Education, Room 101, 110 Livingston street, Brooklyn.
2. Your employer, if he is engaged in an industry essential to national defense, or a closely related industry.
3. Trade union through the Ad-

visory Board on Vocational Education.

If you are unemployed, you may be referred by:

1. The local U. S. Employment Service office.
2. WPA.
3. Trade union, through the Advisory Board on Vocational Education.

### For Young People

Beginning February 2, a number of the courses will be thrown open to high school seniors in their last term. The boys won't give up their regular schoolwork, but will be permitted to take the courses in addition to their regular work. The purpose of this is, in the words of one official, "to equip our young men to do their best work in defense industry." Defense training counts 1 unit toward graduation, and the Board of Ed may ask the high schools to cut the academic requirements slightly for those young men who will take the defense training. While the courses are given on a 24-hour-a-day basis, the 3-hour period between 4 and 7 will be devoted largely to the high school boys.

### Women

Over the entire country, public defense training courses are open to women, but not yet in New York City. Officials give as a reason the fact that there are still 300,000 names on the rolls of the local U. S. Employment Service, and they hold that these rolls should be cut much more deeply before accepting women. There are exceptions, however: If an employer or a trade union will recommend women for training, the Board of Ed will give the recommendation close consideration, in terms of immediate employment possibilities, and some classes have already started for women. The pressure for opening training to women is gaining throughout the city, however; and it isn't unlikely that courses will, in the very near future, be open to all,

without regard to sex. Dr. James G. McDonald, chairman of the Emergency Training Program, gave The LEADER a statement to the effect that an announcement with regard to the extension of training to women may shortly be anticipated.

### Priorities Unemployment

The Board of Ed is concerned about those who have lost their jobs because of priorities or because of the closing of industries; for example, tire and automobile salesmen. The suggestion is made to such persons that they apply to the U. S. Employment Service for permission to take defense training.

### When Are Courses Held?

Courses may be taken either during the day or evening, and some schools are operated on a 24-hour basis. Training sessions may last from two hours to eight hours. Training is on an individual basis: each student is per-

mitted to proceed as fast as his abilities permit him.

The following courses will be available in the spring term. Here's the complete listing:

- Aviation Instruments
- Aviation Mechanics
- Aviation Sheet Metal
- Blueprint Reading and Sketching
- Cable Splicer
- Electric Motors
- Foundry
- Foremanship Training (registration closed)
- Heat Treatment of Metals
- Industrial Chemistry
- Inspectors' Course (registration closed)
- Loftsmanship
- Machine Shop Practice
- Machine Tool Operation
- Mathematics
- Pattern Making
- Radio Communications and Service
- Science
- Sheet Metal Work
- Ship Carpentry
- Ship Rigging
- Steam Engines
- Tool and Die Making
- Tracing
- Welding

## Drake Schools Offer Variety Of Studies

One of the private tuition schools doing an over-all job of training for defense is the Drake Business School, which has branches throughout the city. The training available is of excellent calibre. Classes are open to men and women.

Courses include:

- Drafting
- Journalism
- Languages: French, Spanish, Italian, German, Polish, Swedish, Roumanian, Norwegian, Hungarian, Portuguese. Native instructors.
- Foreign Language Stenography
- Civil Service Preparation
- Business Machines
- Bookkeeping and Accounting
- Stenography and Typewriting
- Secretarial Courses
- Civilian Pilot Training (approved by C.A.A.)

### High School and College Preparation

Blueprint Reading and Tracing  
Stenotype and Stenograph Machine Operation  
Filing and Receptionist  
Sessions are held both during the day and evening. Evening tuition is generally \$10 a month. Day tuition varies.

Addresses and phone numbers of the various Drake Schools:

- New York, 151 Nassau Street, New York, N. Y. BEekman 3-4840.
- Bronx, Fordham Road and Grand Concourse, Bronx, N. Y. FOrdham 7-3500.
- Washington Heights, 181st Street and St. Nicholas Avenue. WAdsworth 3-2000.
- Brooklyn, Fulton Street at Nostrand Avenue. NEvins 8-4342.
- Brooklyn, Broadway at Gates Avenue. FOxcroft 9-8147.
- Jamaica, Sutphin Boulevard and Jamaica Avenue. JAMaica 6-3835.
- Flushing, Main Street at 39th Avenue. FLushing 3-3535.
- High School  
190th Street and Grand Concourse (Bedford Park), Bronx, N. Y. FOrdham 5-4444.
- Schools of Drafting, Journalism, Civil Service  
154 Nassau Street, New York, N. Y. BEekman 3-4840.

## GOVERNMENT DEFENSE JOBS

Wanted: Stenographers, photographers, astronomers, lithographers, pharmacologists, mimeograph operators, toxicologists... thus ranges a partial list of the wide variety of government defense jobs now open.

In most of these cases, Uncle Sam has been yelling for help for a long time. In particular, the tests for stenographers, typists, mimeograph operators, blueprint operators, inspectors of clothing, hats, textiles, have been open for applications for over a year.

### Few Written Tests

For practically all of the positions being filled in government defense agencies today, no written examinations are required. The tests are of the unassembled type. The candidate merely fills out his application form as required, swears to the statements made, and mails the application to the Civil Service Commission in Washington, D.C. For tests such as stenographers and typists, the examinations have been cut to the minimum. The written general intelligence tests have been eliminated. The ratings required for certain parts of the test have been reduced. The candidate is rated on his experience and training.

All of the applications for the federal defense positions now open can be obtained at the local office of the U.S. Civil Service Commission. The applications must be filed either at the Washington office or the local office, depending on the particular test. The announcements of the examinations given to all candidates with the applications explain all the requirements completely.

A complete list of all the government defense jobs now open appears under the heading of U.S. exams on page 22.

The shortages in Civil Service are getting ever greater. Requirements for civil service jobs are being lowered. Your chances of landing a civil service position are better than ever before.

## Private Industry Sets Up Own Training Courses

One very important outcome of the present defense boom will be the establishment of permanent training programs within private plants. Plant managers, caught short by a lack of sufficiently trained machinists and technicians, will organize training courses within their plants for the training of employees in definite skills.

Such courses have already been operating in some plants engaged in manufacturing equipment vital to national defense. In the huge Brooklyn plant of Sperry Gyroscope, graduates of technical high schools have been hired as learners. These students, possessing a natural bent for things mechanical plus a knowledge of the fundamentals of machine shop practice are paid while they are put through a two and one-half year learnership course.

Future vacancies in the "learnership" course will be filled by students graduating this Spring from the city's technical high schools. Personnel men in Sperry's already have tabbed February's crop of technical school grads. They know just about

who is graduating and just which ones they want to employ.

### Fairchild Aviation

Fairchild Aviation, in Jamaica, employ young men who know how to read blueprints and use micrometers, and have had machine shop training as special learners. Graduates of the courses conducted by the Emergency Training Program for National Defense have been hired in this capacity.

### American Safety Razor

American Safety Razor Company, another large plant doing defense work, has organized training courses for its own employees. Most of these courses are known as "upgrading" courses. Employees with certain skills are given additional instruction which will enable them to perform work of a more technical nature at better rates of pay. Newcomers are not employed in this concern unless they have had previous machine shop training or education and can read blueprints and handle measuring instruments.

### Kollsman Instrument

Kollsman Instrument Co., in Elmhurst, Long Island, has had to abandon its "learnership" courses because of the need for all of its machines and equipment in actual 24-hour, seven-day week production.

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# Defense Training for Women

More and More, Women Are Being Accepted for War Production

By  
LUCILLE FOSTER McMILLIN  
U. S. Civil Service Commissioner

Mrs. McMillin has been outstanding in her advocacy of the use of women in defense industries. Her article below is necessarily general, and should be read in conjunction with the other articles in this special section.—Editor.

Certain industries were designated by the Government as "defense industries" at the time of the declaration of the limited national emergency in 1940. These industries included: Aircraft (manufacturing, maintenance, repair); machine tools; shipbuilding (manufacturing, maintenance, repair); automotive (manufacturing, maintenance, repair); electrical; forging; boiler and heavy steel plate; foundry light manufacturing; sheet-metal; wood-working; chemicals; ammunition; ordnance (light and heavy).

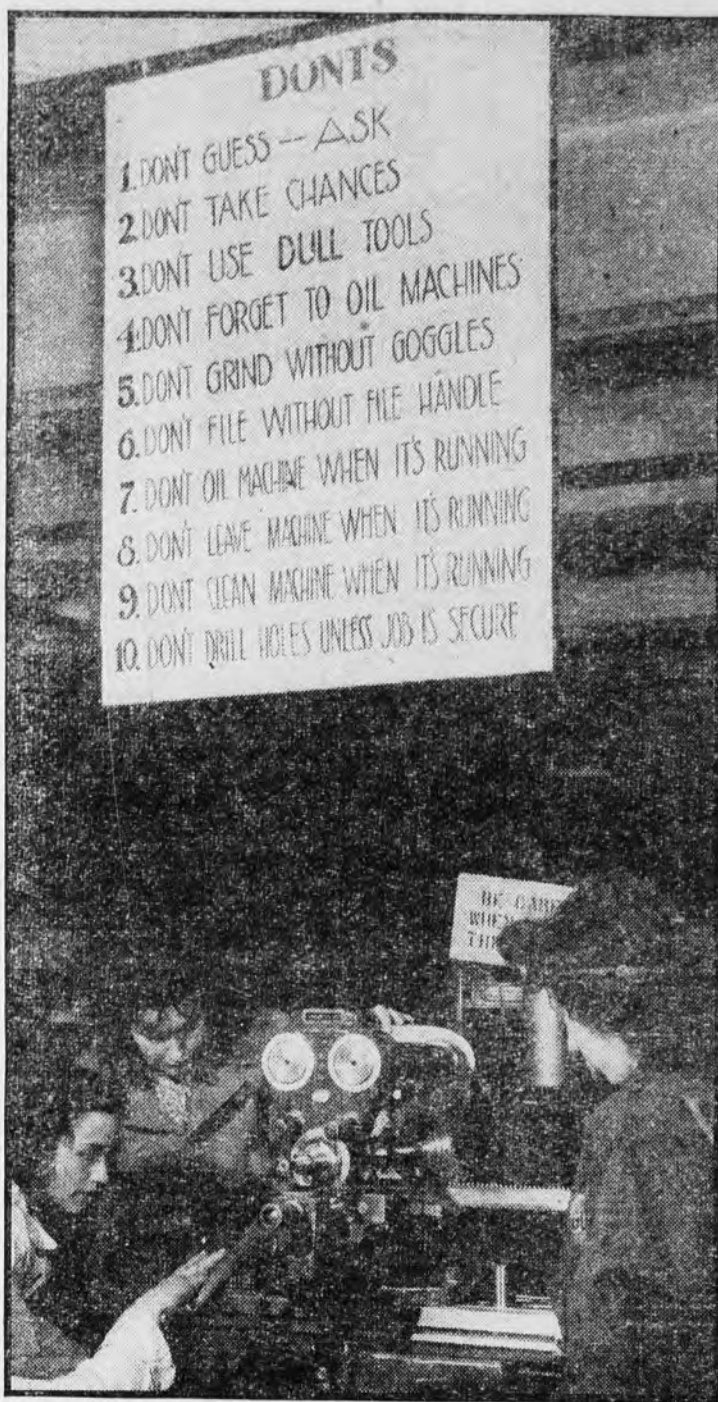
For the present emergency the Government has found it necessary to make every effort to draw from the reservoirs of peace-time labor eligible workers with specific skills to enter those industries designated as vital to defense. In many cases there has been a woeful shortage of such eligibles. The policy has prevailed, therefore, of forecasting the need for skilled labor, and training in advance the workers necessary to fill the gaps when they occur in the ranks of (1) the defense industries, and (2) the defense establishments of the Federal Government.

Women who are especially interested in securing federal defense employment should appraise their individual abilities and should then acquire the necessary training and prepare to make their services available to the Government in the event that positions for which they are qualified are vacated by men or are created as the preparedness program grows.

## Women Are Adaptable

Because of their temperament, their patience, their nimble fingers, and the adaptability of their hands to the finest work, women are best qualified to perform the duties of those jobs in defense which require the elements of dexterity, care and speed in their accomplishment. These jobs include: Aircraft workers; machine operators; assemblers and bench workers; inspectors; welders; sheet-metal workers (fuselage and wing construction of airplanes); coil winders; optical grinders and polishers; power sewing machine operators; tool-room attendants.

Adequate preliminary training in various skills has been provided by the Government for the mobilization, training and placement of workers in defense industries. The United States Employment Service, the United States Civil Service Commission, the Federal Committee on Apprenticeship, the United States Office of Education, the National Youth Administration and the Civilian



A group of young women in the welding shop at the NYA Work Experience Center, 43-02 Ditmars Boulevard, Astoria, L. I. They've been assigned to the mechanical and metals trades workshop to obtain experience which will fit them for jobs in war industries. The Center is the largest of its kind in the country, employs almost 2,000 young men and women in its sheet metal, furniture repair, upholstery, welding, sewing and painting shops. Notice the interesting list of "don't."

Conservation Corps coordinate their training programs in this important activity.

From many sections of the country vocational schools and institutions report the enrollment of women in training courses for automobile mechanics, airplane mechanics, airplane-parts inspectors, draftsmen, engineers, blueprint readers, industrial chemists, machine-shop workers, and radio operators.

Schools, colleges, and universities are offering defense training courses in first aid, diet and canteen work, map making, emergency rationing, home economics, engineering, aerial photography, research, and social work.

Organizations such as the American Red Cross and the American Library Association, are conducting defense training courses in

subjects pertinent to their activities.

Industries engaged in the manu-

## Apprentice, Mechanical Trades

Apprenticeships in the mechanical shipyard trades are being offered by the Navy Department to train mechanically inclined young men as skilled artisans and to provide education in continuation of their schooling.

The normal length of apprenticeship is four years. At first an apprentice is appointed as a fourth class worker at the rate of \$2.30 a day. A first class apprentice will receive \$6.08 a day at the end of the third year. Instruction is conducted under the direction of a Supervisor of Apprentices at an apprentice school.

The subjects covered are these: Aircraft Mechanics, General; Aircraft Mechanic, Motor; Blacksmith; Boatbuilder; Boilermaker; Cooper-smith; Die Sinker; Electrician; Electroplater; Instrument Maker; Joiner; Loftsmen; Machinist; Metal-smith; Aviation; Millman; Model-maker; Wood; Molder; Painter; Patternmaker; Pipefitter; Plumber; Precision Lens Prism and Test Plate Maker; Printer; Rigger; Roofer; Rope-maker; Sailmaker; Sheet Metal Worker; Shipfitter; Shipwright; Toolmaker.

Eligibles for the apprentice training come from civil service lists. Applicants in the New York area may register at the Brooklyn Navy Yard or with the manager of the second district of the U. S. Civil Service Commission, at 641 Washington Street, Manhattan. In fairness to prospective applicants, it must be stated that chances of getting into the course in New York aren't too hopeful.

facture, maintenance, and repair of aircraft, automotive parts, light and heavy ordnance, machine tools, and many other industries, conduct within industry training courses in those techniques common to their operations.

## In the Navy Yards

The insistent demand for skilled workers in government arsenals, navy yards, and similar establishments caused the United States Civil Service Commission to adopt the policy of holding "continuously open" examinations for the skilled trades. Applicants who have the necessary experience and training are immediately assigned to duty; on-the-job training courses are offered which provide employees ample opportunity to learn higher-grade work. An open competitive examination was recently announced in the vicinity of one of the navy yards for the purpose of securing women trainees to fill the position of minor inspector of naval ordnance material.

Within the last 2 years many women have obtained appointment in the federal civil service through the Junior Professional Assistant examination held by the Civil Service Commission each year. Among the optional subjects which have been included in the examination are economics, engineering, pharmacy, statistics, textile technology, bacteriology, meteorology, writing and editing,

and chemistry. (See exam page in this week's issue for latest junior professional options).

The most popular examinations in which women compete are those given for the purpose of securing nurses, clerks, stenographers, and typists.

The best way to find out what defense jobs are available, and what the qualifications are, is to contact the United States Civil Service representatives in the nearest first- or second-class post office, or visit the nearest office of the State Employment Service.

Many women already have gone from these training courses to vital defense industries. Many others have competed in civil service examinations and have qualified for jobs in government-operated defense establishments.

During the first year of the national defense program the employment horizon widened, revealing a variety of new jobs occupied by women in the federal service. From the valuable reserve of skilled labor created by the coordinated training agencies of the Government, the in-service training courses of the industries, and the training activities of the schools and colleges of the country, thousands of skilled women workers will yet emerge and enter new jobs in Federal defense establishments. Thus, in the months to come, women will further expand the scope of their employment over the entire field of defense labor.

## What Army and Navy Offer In Defense Training Courses

Do you really want to learn a trade and be helpful to Uncle Sam in national defense?

You do? Then, run, don't walk to the nearest Army or Navy recruiting station. Enlisted men in both the Army and the Navy may apply, or be assigned to specialized schools teaching a variety of skills and trades. In many of these trades such as airplane machinist, welding, photography, telegraphy, teletype operating, radio, electricity, telephone linemen, stenography, printing, motion picture machine operating, skilled men can find civilian employment in periods of depression as well as in periods of prosperity.

### Army

Most of the courses in the Army are of the tentative type. Enlisted men are not admitted into the particular courses unless they have a definite aptitude for the work. Their aptitudes are determined by the army classification test given to all men in the induction centers. Previous education or training also helps. Once a man is assigned to a particular course, he is really put through the paces. From expert instructors, they learn everything there is to know about their particular subject in the shortest possible time.

### 18 Aviation Courses

If you do not have the high physical qualifications or the aptitudes required for training as an aviation cadet, you can enlist in the Army Air Corps as a private and ask to be assigned to any one of 18 other specialized courses. These courses and the length of time for study are: aircraft armorer, 14 weeks; airplane machinist, 20 weeks; airplane mechanic, 22 weeks; airplane metal worker, 14 weeks; airplane welder, 14 weeks; bomb-sight maintenance, 16 weeks; carburetor specialist, 4 weeks; clerk-supply, technical and administrative, 16 weeks; electrical specialist, 8 weeks; instrument specialist, 8 weeks; link trainer instructor, 12 weeks; parachute rigger, 8 weeks; photography—basic, 12 weeks; photography—advanced, 12 weeks; propeller specialist, 8 weeks; radio operator and mechanic, 22 weeks; teletype maintenance, 22 weeks; weather forecaster, 26 weeks.

### Signal Corps

The Air Corps is not the only branch of the service with a training program. Are you inter-

ested in communications. The Signal Corps not only uses experienced men, but also trains enlisted men as radio operators, radio electricians, teletype operators, telephone powermen and linemen, telegraph operators, telegraph printer operators. Perhaps you want to be an X-Ray technician, a dental technician, a laboratory technician? Ask to be assigned to the Medical Corps. Its professional schools rank with the finest in the country. You like horses or mechanics? Both the Cavalry and the Field Artillery have schools teaching such specialized courses as saddlery, motor mechanics, communications and battery mechanics, among others.

### Ordnance

The Ordnance Corps will teach you how to be a first-class machinist, an automobile mechanic, an instrument repairman. The Quartermaster Corps has classes in motor maintenance, transportation, construction, utilities. Enlisted men with specialized education can attend other Army courses in chemical engineering, metallurgy, surveying, meteorology, finance.

### Navy

The Navy's vocational schools are noted for their thoroughness. Many machinists employed in defense plants today at high wages first learned the rudiments of their trade in one of the Navy schools. Divided into three general classifications, these schools come under the following headings: 1. Electrical—Ordnance, 2. Communications—Clerical, 3. Machinists, Metalworkers—Woodworkers, and the schools maintained by the Hospital Corps. Navy men may obtain any one of 136 special ratings as a result of study in these courses. A partial list of the subjects taught include electricity, radio, patternmaking, typing, painting, storekeeping, baking, butchering, tailoring, music, carpentry, stenography, shipfitting, printing, boiler-making, photography, barbering, motion-picture machine operating, aviation machinery, cooking.

Before the enlisted Navy man can apply for admission to one of these schools, he must complete his recruit training. At the conclusion of the recruit training, each man is given a series of tests to determine his intelligence and aptitude. Those best qualified for admission to the particular schools are then selected for the training desired.

Further information concerning enlistment in the Army can be obtained at 39 Whitehall Street, Manhattan, and at 90 Church Street, Manhattan, for the Navy.

(Condensed from a report for the U. S. Office of Education.)

## Women in Aviation Training

The schools below are private institutions approved by the Civil Aeronautics Administration for full-time aviation mechanics training for women:

Schools listed are in the New York Area. Order has no reference to range and quality of training:

Academy of Aeronautics, LaGuardia Field, Jackson Heights, N. Y.

Aviation Institute of Technology, 5601 35th Avenue, Long Island City, N. Y.

Buehler School of Aeronautics, 60-62 Mulberry Street, Newark, N. J.

Essex County Boys Vocational School, 209 Franklin Street, Bloomfield, N. J.

Jones, Casey, School of Aeronautics, 1100 Raymond Boulevard, Newark, N. J.

Luscombe School of Aeronautics, Mercer Airport, West Trenton, N. J.

Roosevelt Aviation School, Roosevelt Field, Mineola, N. Y.

Sansom Technical Trade School, Inc., 157 Charter Oak Avenue, Hartford, Conn.

State Trade School, 28 Providence Street, Putnam, Conn.

Stewart Technical School, 255-7 West 64th Street, N. Y. C.

Stinson School of Aviation, Inc., 21-25 44th Avenue, Long Island City, N. Y.

Inquiring Photographer

BY A HIGH SCHOOL GRADUATE

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I want to go on record, as extending my highest recommendations to the Accounting Machines Institute. I have received careful supervision and patient instructions which account for the accuracy and speed that I have obtained in operating both the Key Punch & Tabulator Machines. I know there are many fine positions now available in this field, one of which I have obtained. If I were asked by any young person as to what career they should embark upon I would say without hesitation that they should enter the Accounting Machines Institute and put their business futures in their hands. At the present time, I am most happy in the position that the Institute secured for me, and I wish to extend my appreciation to the Director, Mr. Duarte, and his competent staff.

ELIZABETH M. BRADY

Mere words one might put on paper can hardly describe my true feeling of profound appreciation to you and your staff. However, until that time when I may thank you personally, please accept mine, for your patient and uniring efforts, since last September, when I completed your course, I have been operating the Alphabetic Tabulator, and associating I.B.M. Machines. I am now employed in that capacity, by the Pratt and Whitney Aircraft Corp. in East Hartford, Connecticut. Naturally, my good fortune is largely due to your wonderful school and excellent instructors. I truthfully can and do recommend the Accounting Machines Institute to all persons seeking a career along these lines.

SHELDON D. BOCHNER

To all High School and College graduates who are interested in entering the business world at this time - I urge them to take advantage of the increasing demand for Accounting Machine Operators. The Accounting Machines Institute offers an intensive six weeks' course in the operation of these machines which qualifies operators for positions in private industry or for Civil Service Examinations. The director of the school and his competent staff are a great help to each student during the course and in aiding students to secure positions after completing the course.

LEAH HOROWITZ

I can say, without reserve, that the fine course that the Accounting Machines Institute teach are the biggest thing of their kind in this line of work. I am deeply grateful to the staff of the Accounting Machines Institute for their personal interest shown to me. I owe my success which I recently achieved to the knowledge that I acquired at the Accounting Machines Institute. I am very enthusiastic about the possibilities of my advancement in the organization where I am now employed. I feel that I am now in a position to work out a great future for myself, as I am now fortified with a profession second to none.

BUD FISHER

Since graduation I have been at a loss as to what path in the business world I should follow. The Academic Courses I had in school left me rather helpless in the commercial world and my only alternative was to go to school to learn a special business course. When I reached this decision, it only led to another

which school and what course. After giving much thought as to which line of endeavor I should follow, I carefully looked into the opportunities of becoming a business machine operator. Bearing in mind the fact that machinery is gradually taking the place of mind and hand labor, I might just as well be prepared to know all the business machines. Well, now that the course was decided, I had but one more problem and that was where.

As a result of much deliberation and discussions with friends, I finally decided upon the Accounting Machines Institute to be the school that could offer me all the machine training I could possibly want.

ANN A. LAMHUT

SEEING IS BELIEVING BEFORE YOU CHOOSE A CAREER SEE FOR YOURSELF

TO ALL GRADUATES !!

Regardless Whether You Are Graduating Today, or Have Graduated Ten or Twenty Years Ago !!!

YOU are most fortunate to be searching for a career at this time. Because employers are searching for you. Never before has qualified accounting machines personnel been so much in demand, both by governmental bodies and by private industry.

Never before have the Key-Punch, the Tabulator, the Sorter, in fact, the entire punched card system proven so valuable as in these days of supreme effort. Banks, insurance companies, department stores, airplane and automobile manufacturers, all lines of industry are installing more and more of this equipment. Because of this demand, the employment division of the ACCOUNTING MACHINES INSTITUTE finds it difficult to supply this need.

Read what some of the ACCOUNTING MACHINES INSTITUTE graduates are saying about their training and the splendid careers they have entered. Consult the Director and he will gladly answer all questions and explain an demonstrate these machines for you. He will tell you how YOU can qualify for the many positions now available. The tuition is low. Courses thorough, short and intensive. Personalized instruction is given by experts of long experience in the Tabulating machines field.

Civil Service Opportunities

You are very fortunate to graduate from school at this time. Because never before was there so great a demand for business machine operators as there is today. Examinations are announced frequently by the City, State and Federal Civil Service Commissions.

These positions carry high salaries, long vacations with pay, a lifetime career with unlimited opportunities for advancement, and attractive pensions.

At the present time, we are adequately equipped to prepare you for the following Civil Service Examinations which are now open:

- Alphabetic Card Punch Operator
Horizontal Sorting Machine Operator
Jr. and Under Tabulating Machine Operators
Jr. and Under Alphabetic Tabulating Machine Operator
Assistant Tabulating Clerk
Junior Key Punch Operator

This is a list of just a few organizations in which we have placed our graduates.

- B. Altman
Barratt & Co.
Bonwit Teller
City Bank-Farmers Trust Company
City Government
Colonial Line
Crucible Steel
Dairyman-League
Empire Trust Co.
Federal Government
Federal Shipbuilders
General Motors
Hoe & Co.
Lamont Corliss
Namms Department Store
National Credit
Pratt & Whitney
Park & Tilford
Royal Indemnity Insurance Co.
State Government
Sterns Department Store
United Artists Corp.

Help Wanted - Female Agencies
KAMILTON SERVICE
COMMERCIAL DEPARTMENT
KEY PUNCH OPERATOR, capable, full time position; excellent opportunity for advancement.-Box 20.
BUSINESS MACHINE OPERATOR, knowledge of Alphabetic-Numeric-Accounting Machines, State age, salary desired.-Box M 2.
BILLING CLERK, knowledge of Key-Punch, I.B.M. Machine, Permanent; offering excellent opportunity for advancement. Starting salary \$30. Apply in own handwriting.-M T 100.
YOUNG MEN
YOUNG MAN, experienced in operation of Card Punch Machines, State qualifications, reference, also draft status. \$55 start.-Y 2001
CLERK, Male or Female, Must have knowledge of I.B.M. Accounting Machines, \$35. State qualifications and experience. Write fully.-W 521.
OFFICE ASSISTANT, must know operation of I.B.M. Hollerith Machine. Good opportunity for ambitious young lady. State past experience.-Box 21.



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EAST HARTFORD, CONNECTICUT, U.S.A.
December 4, 1941
Dear Sir:
We are in the market for several thoroughly competent and experienced operators for our Key-Punch and Tabulating Machines. If you are interested in this position, please send us your name and address of your present employer, and the name and address of your next-of-kin.
Very truly yours,
V. E. Heston, Jr.
Personnel Director

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SCHOOL FOR CARD PUNCH OPERATORS
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### Trained Office Personnel Shortage

An acute shortage has developed in trained office personnel — accountants, bookkeepers, cost clerks, stenographers, secretaries, market analysts, research technicians, and the like. This shortage will become more pronounced as our "all-out" war program gets into stride. Pace Institute will feature, from this time on, hard-hitting, intensive, and relatively short courses for men and women to meet this emergency.

Pace Institute offers a wide choice of courses (C.P.A. and other principal courses accredited) in which the various office skills and techniques are taught.

In the event an enrolled student of Pace Institute enters the military or naval service of the United States, he will be given credit for work satisfactorily completed, and his tuition will be adjusted on the basis of actual attendance.

Evening classes are scheduled in the various diploma, certificate, and special courses on various dates during January and February. The Spring Term in the Day School Division begins on Monday, Feb. 9.

### SPEED EDUCATION TO PREPARE FOR SERVICE IN DEFENSE PROGRAM

#### College Trained Men and Women Needed in All Branches

Long Island University's optional all-year program covers full four year degree courses in three years.

Start this February and continue through the 12 week Summer term and begin Sophomore year next fall.

Write for personal interview with Dean Tristram Walker Metcalfe to plan your individual program for your complete college career course.

#### LONG ISLAND UNIVERSITY

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**COURSES IN Pitman Stenography AT HUNTER COLLEGE**  
Evening and Extension Sessions  
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**INSTRUCTOR**  
**JOSEPH GOLDSTEIN,**  
C.S.R.  
Official Court Reporter  
REGISTRATION  
February 2, 3, 4, 5  
2 to 4 P.M. and 7 to 9:30 P.M.

## A Career At Sea

### Earn While You Learn About Ships

Have you ever had a hankering to go to sea? Spurred by the war emergency, the U. S. Merchant Marine expects to have 1,600 cadets in training by the end of the year. If you are in good shape, between the ages of 18 and 23, you can apply for admission to the U. S. Maritime Commission Cadets Corps by

22 months. Upon admission, cadets are sent to the Merchant Marine Training Academy for two months for preliminary training. After this, ten months aboard a merchant ship is followed by ten months of advanced training in the cadet schools.

Locally, merchant marine cadets are being trained at Fort Schuyler in facilities borrowed from the New York State Marine Reserve.



*This young man is a product of Merchant Marine Training. He's at the helm of his ship. His training is intensive, and he gets paid while learning. At present, the merchant marine is expanding, and there's room for young men.*

writing to the Supervisor, Cadet Training, U. S. Maritime Commission, Washington, D. C., or by visiting Room 319, 45 Broadway, Manhattan.

#### Requirements

The written entrance examination, previously required, has been eliminated. Candidates for admission must have had 12 units of high school education, including 3 units of English, 1 unit of mathematics, 1 unit of science and 7 additional units. They must pass the Naval Reserve physical examination. In order to pass this physical test, applicants must have 20/20 vision, each eye, without glasses. They must be not less than 5 feet 5 inches nor more than 6 feet 4 inches in height. They must be of normal size, sound constitution, and free from physical defects or diseases, especially those of vision, color perception and hearing.

The Merchant Marine has streamlined its training course to

Negotiations are under way to establish a maritime school on the estate of Walter P. ... at Great Neck. The school may be already established on this site by the time you read this.

#### \$65 Per Month

Merchant Marine cadets are paid \$65 per month during their 22 months training period. While they are serving on merchant ships during this period they can be paid more than the \$65 minimum. When they have finished the course, they are eligible for Bureau of Navigation licenses as Third Mate or Third Engineer. They are fully prepared for a career at sea.

At the present time, because of war bonuses, third mates and third engineers are paid \$300 per month and up, with board. Thus, cadets applying now can earn excellent salaries in two years time.

#### Draft Exempt

Merchant Marine cadets are draft-exempt because they are members of the Naval Reserve. If the merchant ships, to which they are assigned, are taken over by the Navy during their training period, the cadets will go on active duty as midshipmen and receive the Navy pay for this rank. Upon completion of their training course, the merchant marine cadets are eligible, during the emergency, for commissions as ensigns.

Applicants for the Merchant Marine Cadets Corps should mail their applications to Washington. They may expect to hear from the Maritime Commission as to their acceptance or rejection within two months.

## WASHINGTON—'42 BOOM TOWN

What's it like to work in the 1942 boom town, a city that has doubled its population since 1930 and adds new federal employees and their families by the day?

It's only natural that Washington should be crowded. In 1930 it was a city of 621,000. Today its population is over a million, the expansion made up first by the employees of the New Deal established after 1933, and for the past year by those manning the defense agencies. The federal employee population of Washington today is about 225,000, an all-time high. To this number are added more than 5,000 government workers each month, plus about an equal number spread among their families and among non-government workers engaged in boom-town services.

The government has frankly not been able to erect in time the buildings where these new employees should work. Today you will find government agencies in stables, old theatres, old residences, and in new buildings before the plaster has been put on. In the regular buildings, the corridors are cluttered with desks.

#### Housing Situation

From the point of view of the employee, though, the housing situation is most important. Single rooms are not too difficult to locate although the rents are well above those charged in normal times. Many employees find it impossible to take their families to Washington with them, but try to send back a substantial portion of their salaries.

The Federal Government itself is seriously concerned with the problem of inadequate room and is lending money for private housing projects. In a recent call for stenographers, the U. S. Civil Service Commission told prospective employees not to believe all the stories they read of how crowded Washington is, and pointed out that new apartment buildings and houses of other types are springing up all over the District.

Should you go to Washington, you'll find that prices on most things are higher than they are elsewhere.

#### Loath to Build Subway

Transportation is also an inevitable problem of such growth. The trolleys and buses are inadequate. The parking problem is probably as serious as it was in New York City before the recent drive, as there are insufficient garages. Taxis are cheap. Probably the best solution would be erection of a subway, but officials seem loath to build one for fear that the emergency will be over before it is completed.

Washington, between the north and the south, has always been a melting pot of the various colors that make up the American people. Today the Negro problem is probably more acute than ever before. It is true that most of the Negroes employed in Washington are elevator operators or messengers. This is most distressing to those who realize that the war emergency has opened wide the job field.

There are some good sides to this question. Last year the U. S. Civil Service Commission substituted fingerprints for photographs on federal application blanks. For years Negro organizations had maintained that the photo system made discrimination easy. In addition, President Roosevelt has set up a committee to investigate discrimination in the defense program, both in government and private work. Negro organizations have been bringing to the attention of this committee many cases of Civil Service eligibles called to Washington, only to be given the runaround when their color is discovered.

#### A Crazy-quilt

Governmentally, Washington is a crazy-quilt, with various departments in charge of various government functions. Sometimes there is overlapping. Congressional committees control the District, and its members frankly are more concerned about other matters. No one in Washington has the vote, which has always stifled the pressure that would bring about change.

It is true, then, that living in Washington is a bit of a problem. But Washington is the nerve cen-

ter of the world's greatest nation at war. And working and living there is one of the most exciting assignments that Uncle Sam has to offer today.

### JR. PROFESSIONAL ASSISTANT

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Applications obtainable to Feb. 8  
Intensive training in all required subjects.  
Only qualified students accepted for registration.

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## GIRLS WANTED

HIGH SCHOOL and COLLEGE GRADUATES; better than average intelligence & appearance.

We need more girls to fill the many positions we now have open in business offices. No experience is necessary. YOU EARN WHILE YOU LEARN. Under the Unique ABBE system of Business Training you attend class half days, and the other half day you apply what you've learned in real business offices in which WE PLACE YOU. In these offices you not only obtain most valuable experience but you are paid a salary, and MOST IMPORTANT, make contacts leading you to PERMANENT EMPLOYMENT. You can obtain THOROUGH training quickly in the following:  
Stenography, Stenotype, Typewriting, Bookkeeping, Accounting, Comptometry, Dictaphone, Switchboard, CARD-PUNCH, Civil Service Preparation. Beginners as well as advanced students accepted. DAY and EVENING sessions. Apply immediately to Mrs. Kathleen Clough, Dean.

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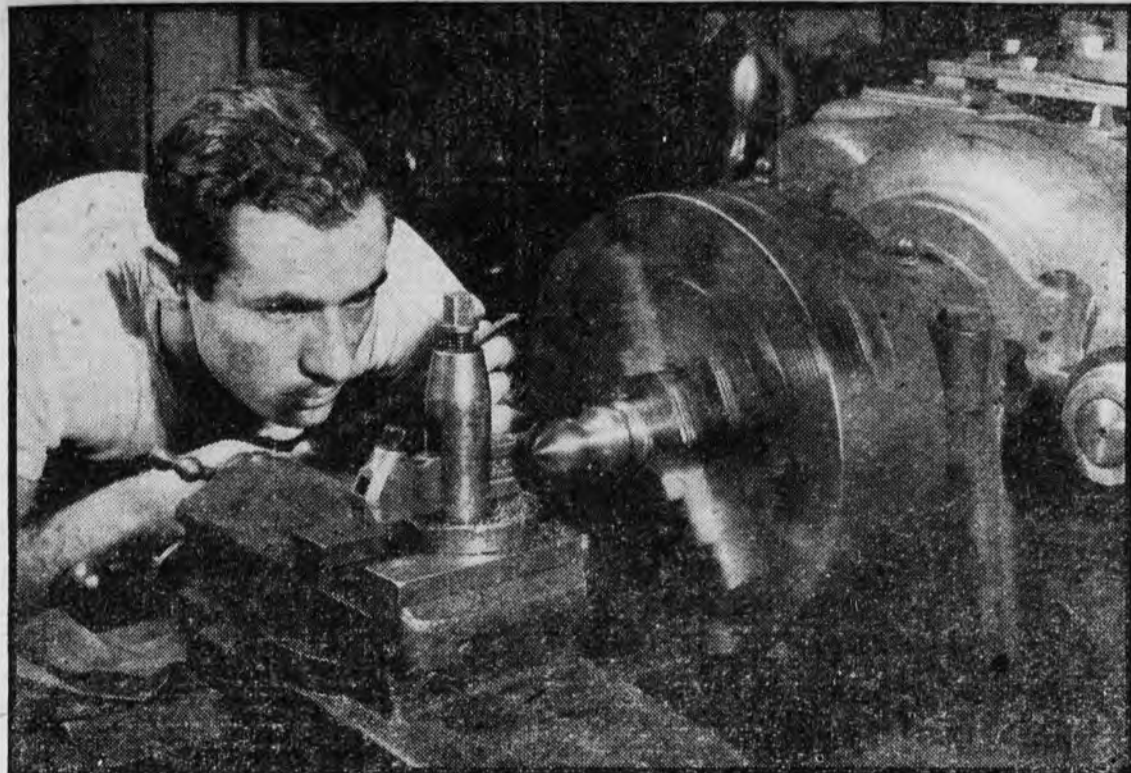
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Lack of experienced machinists is one of the bottlenecks of the war production program. Here is a young man getting government training in the occupation. When he has completed his course, he'll be able to take his place in a full-time position in industry, and help overcome the serious shortage in his specialty.

## 'Quick-Action' Jobs In Private Industry

The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the local U. S. Employment Service office. Applications from those employed in essential defense industries will not be considered.

### Technical

(Phone LExington 2-0160)

**Designers of Structural Steel and Reinforced Concrete**—Must have recent experience on heavy industrial buildings, power plants, bridges, etc. Must have worked for consulting engineering firm or steel fabricators. Experience with architectural or general contracting firm not acceptable. Must be citizen. (Ask for Mr. Pope).

**Electrical Draftsman**—2 years' experience on industrial layout. Must have ability to layout and detail from sketches. (Ask for Mr. Pope.)

**Electrical Engineer**—For experimental and development work on radio equipment. Must have E.E. degree from a recognized college of engineering or equivalent experience. (Ask for Mr. Pope).

**Marine Draftsman**—Experienced on hull, structure or mechanical equipment of deep water cargo and passenger ships. Experience on small pleasure crafts not acceptable. Must be citizen. (Ask for Mr. Moore).

**Oil Refinery Designers and Draftsmen**—To work for consulting engineer firm on design and detailing of oil refineries. To work on structural details, plant layout, piping diagrams, mechanical equipment, electrical circuits or fractionating tower details. Must have recent experience in a related field. (Ask for Mr. Moore).

### Industrial

(Phone LExington 2-8910)

**Arc Welders**—Able to pass Navy tests. Must have shipyard experience. Must be able to pass Hartford or Fidelity and Casualty test. (Ask for Miss Zimmerman).

**Armature Winders**—Experience on AC and DC motors. Must be citizens. (Ask for Miss Zimmerman).

**Assemblers**—Female, on fine mechanical and electrical instruments. Must be citizens under 35 years of age. Able to handle tools. Some blueprint reading preferred. (Ask for Mr. Burnham).

**Automatic Screw Machine Operator**—Experienced man able to set up and operate—to take charge of department as night foreman. Must be citizen. (Ask for Mrs. Rafter).

**Bench Molder**—Must have recent experience on brass and aluminum, two and three parted work. Must be citizen. (Ask for Mr. Caldwell).

**Blacksmith**—Coal fires only. Steam, electric or air hammer experience required. To make chains, clips, brackets and other marine parts. Layout experience preferred but not essential. Must be citizen. (Ask for Mr. Hawes).

**Boilermakers (Shipbuilding)**—Able to perform all machine and hand operations. Also roll tubes. Must be citizen. (Ask for Mr. Hawes).

**Coil Calibrators**—Experienced making AC bridge measurements and coil adjustments. Apply in person only. (Ask for Mr. Burnham).

**Coil Winders (Female)**—Experienced on single and multiple wire-winding machines. Apply in person only. (Ask for Mr. Burnham).

**Coppersmiths (Marine)**—Experienced in marine work. Kitchen equipment and related lines acceptable. Must be citizen. (Ask for Mr. Hawes).

**Exhaust Operators**—Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests, etc. Apply in person only. (Ask for Mr. Burnham).

**Flare and Fire Setters**—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. Apply in person only. (Ask for Mr. Burnham).

**Foreman Automatic Screw Machine**—Setup man, to supervise night shift of machinists and assemblers. Must be able to set up Browne & Sharpe automatic screw machine, hand screw machine, turret lathe, milled machine, forming and punch presses. Must be citizen not engaged in defense production. Good salary. (Ask for Mr. Dean).

**Grinders**—External and internal grinding, Universal machine, precision work. Must have at least five years' similar experience. Must be citizens. (Ask for Miss Rafter).

**Instrument Assemblers**—At least three years' experience assembling fine instruments. Must read blueprints. Must have worked on such instruments as electric clocks, control devices, speedometers. Must be citizens. (Ask for Mr. Betzel).

**Lathe Hands (Marine)**—Experienced setting-up and operating 24 in. swing lathes on all types of marine work. Must be citizen. (Ask for Mr. Hawes).

**Machinists**—Must have shipyard experience; also experience using boring bar and aligners. (Ask for Mr. Brae).

**Machinists, Tool and Die Makers**—First class men only. Must be able to work from blueprints, do own planning and set up all machine tools, work to close limits, machine wide variety of material. Will consider non-citizens not employed in defense work. (Ask for Mr. Dean).

**Pipefitters**—Must have had recent shipyard experience. (Ask for Mr. Brae).

**Pier Workers (Female Only)**—Must be experienced claspers, tip-pers, bead-ers, stringers, pasters, enamellers and have had other similar experience. (Ask for Mr. Brosseau).

**Radio Laboratory Technicians**—Must have heavy manufacturing experience on URF transmitters. Apply in person only. (Ask for Mr. Burnham).

**Radio Wires (Male or Female)**—Must have transmitter or set manufacturing experience. Apply in person only. (Ask for Mr. Burnham).

**Shippfitters**—On new and repair work. Able to work templates, layout special forms not predetermined in mold loft and able to lift templates. Must be citizen. (Ask for Mr. Hawes).

**Tool and Die Makers**—Experienced on jig and fixture work. Combination blanking, forming and small progressive dies. Must be citizens. First class men only. (Ask for Miss Rafter).

**Toolmaker**—First class, to do experimental work in a Queens laboratory. Must be citizen. Prevailing rate of pay. (Ask for Mr. Daughtry).

**Wires and Electric Hand Iron Solderers (Female)**—Must be experienced in radio set manufacture or similar field. Apply in person only. (Ask for Mr. Burnham).

**Wood Pattern Makers**—Must have recent experience in foundry work jobbing shop pattern works or ship yards. Must operate all woodworking machines. Experience on machinery parts. (Ask for Mr. Caldwell).

## N.Y.A.

### Turning 'Em Out One, Two, Three

"Learning Day?," you ask, as you watch machines roaring and grinding. Yes, "learning day." For many of the young people now engaged in machine shops, aviation centers and tooling factories are actually learning while producing for defense. There's not sufficient time to be leisurely about it. Some are taking courses while turning out the bolts for armor plate that will contribute toward Axis defeats.

Even qualifications are established in the hurry-up manner. For instance, take some of the girls in the National Youth Administration courses. They're asked to knit in order to prove aptitude with their hands . . . easy, simple and quick enough. To turn out a full sized slip-over in a day or so stamps a lass as sufficiently swift to go in promptly for wiring of radios.

The National Youth Administration course is set for three months, 160 hours a month, and pays the learner \$25.20 every 30 days. Forty hours of related training is provided by the Board of Education. But don't think you can't finish the course, or at least learn enough, in two months to obtain a job in private industry or for the government. It has been done; it's still being done.

#### 4,000 Take Courses

About 4,000 boys and girls are currently engaged in the National Youth Administration's defense training course in the New York City-Long Island area, which constitutes a 49th State, a

course concentrating on manual operations in metal and mechanical fields. Most striking thing about this total, you quickly learn, is that the demand for girls is growing daily, that the field of radio communications work has already been taken over by as many girls as boys, that girls are getting into sheet metal, spot welding, electric and gas welding, machine shop and inspection room work, operating power lathes.

New York doesn't have the shortage of defense labor existing in many other States, but the demand for lighter work—especially in machine shops—is growing rapidly. Thus, the call for more and more girls to report for war work.

#### Jobs in 3 Weeks

And don't get the idea the boys aren't moving as swiftly. On an airplane training course at Oyster Bay, L. I., 81 boys were graduated and given jobs in plane plants from December 1 to 22. That's an example of the rate at which things are proceeding.

It's aptitude that counts. All you need to register for these defense training courses, aside from aptitude, are U. S. citizenship; an unemployed status (which includes no attendance at a full-time day school) and a certificate showing you're between 17 and 24 years of age.

The average means of determining interest and aptitude for metal trades, radio and electricity are work samples and trade tests. Placement in industry is made by the New York State Employment Service officer in each work center.

#### The Program

The first emphasis of the course is to prepare young people for assignments in ship building, aviation, machine tools and other "bottleneck" industries. Production is organized on a par with that obtaining in private industry. Wherever practicable, mammoth production methods and as-

sembly line techniques are employed. All told, the work shops include the following defense program courses: aviation mechanics, machine shop, sheet metal, welding, pattern making, electrical work, radio, forge, foundry and industrial sewing. Some of these work shops are located at resident center projects, which resemble camps, where youngsters live as well as work. The majority of shops, however, are non-resident, or local in nature. Youth engaged in this work merely carry on their tasks while living at home.

#### Operates by Shifts

The defense program is operating on a two- or three-shift-a-day basis; the maximum number of young people employed during a given month is required not to exceed 100,000. Expectations are there can be a complete turnover of youth every three months, thus resulting in the preparation of 365,000 different youngsters for jobs in national defense industries during the 1941-42 fiscal year.

The results of this work? Cots and lockers for the United States Army, minor torpedo parts and duffle bags for the United States Navy, tools and dies for other N.Y.A. work shops, and other similar items. To avoid competition with private industry, none of these products is sold in the open market. And only such assignments are undertaken as to ascertain that N.Y.A. graduates will not oust regularly employed personnel from jobs.

One thing more ought to be stressed about this NYA training course: it equips young people in a single skill, to do a specific job—such as operating a lathe, drill press or a welder. In this way America's youth may contribute speedily to increased defense production when they land in private industry, and even before.

If you'd care to learn more about N.Y.A. the address is 145 East 32nd Street, Manhattan.

contractors solve the problem of a skilled labor supply. It seeks to hasten production of tanks, planes, guns and ships by promoting the training of supervisors and workers and in saving them precious time.

Best place to do all this, figures Training-Within-Industry, is in the war plant itself. Instruct them while they work. That's the slogan.

#### No "Horsing Around"

Actually T-W-I eliminates "horsing around" in industry. It sneers at old shop methods and tries to install an efficient, up-to-the-minute, time-saving program wherever it can.

Occasionally an employer or foreman will balk at these methods. But, take it from Training-Within-Industry, employers and foremen who thought they knew it all are almost always changed men when T-W-I has finished its five, two-hour, after-work sessions with an industrial firm's men.

At no time are more than 10 or a dozen men grouped around a T-W-I representative, who is one of a number assigned to cover the 22 T-W-I districts in this area. When the foremen and leadmen obtain a new slant on industrial methods and needs, they proceed from there on to transmit these tips to the many individuals working in the shop. A lesson, then, delivered by one T-W-I tutor to several foremen and leadmen in many cases is absorbed by 4,000 workmen.

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## T.W.I.

### Training on the Job: How the Plan Works

Up at the Training Within Industry branch of the Office of Production Management, Labor Division, at 122 East 42nd Street, they stress one thing first: The T-W-I (as it's known), not only puts job instructors at the disposal of industrial managers; it offers general advisory assistance in consultation to defense firms having their own employee training programs.

Training Within Industry, one of the newest setups in America's push to industrialize for war, doesn't serve as an employment agency at all. It maintains a staff of field consultants to help war

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# AIRLINE TRAINING FOR MEN, WOMEN

(Continued from Page nine)

class finishes. The course requires about seven weeks.

Another training school fits young men and women to take their place in the traffic and operations departments. Here, the new employees learn the fundamentals of ticketing and reservations procedures, and all other routines necessary for the operation of the coast-to-coast air transport system. When they have completed the four to six weeks of schooling, they are assigned to cities along the American Airlines network of routes.

### Apprenticeship School

Approximately 125 men are enrolled at all times in the apprenticeship mechanics school. Directed by T. J. Healey, supervisor of apprentice mechanics, the course requires four years. Each mechanic enrolled is scheduled for an absolute minimum of 144 hours per year on related classroom subjects. Thus, the entire class would have an average of about 15,000 hours each year.

The apprentice mechanics class meets two or three nights each week. It is approved by the United States Department of Labor.

The apprentice engineers course for selected graduates of aeronautical engineering schools, lasts about a year. Classes here, too, are held in the evening and examinations are given on subjects covered.

American Airlines conducts a school for communications workers, which is open to men and to women. The latter are qualified for teletype operations. Men are selected according to experience for further schooling in radio telephone and radio telegraph work. The course lasts about four weeks.

Virtually all of the courses are set up as adjuncts to previous experience in the selected field.

### Requirements

Prime requirement of all applications for the school—in fact, for all American Airlines employees—is that they be citizens of the United States.

The American Airlines personnel training program, carefully planned by all the departments concerned, is designed to meet the expanding use of air transportation by the general public.

# Want to Be An Apprentice?

## Here's How to Go About Doing It

The young man or woman who wants to become an apprentice has one of the liveliest fields of industry with which to deal today.

While it is true that countless employers hire apprentices by first considering friends, many apprenticeships get their start strictly on their own merit. And it's done in various ways.

One system is to register with a local United States Employment Service office, which is equipped with a list of those companies having apprenticeship programs. Provided with this lead, a candidate for an apprenticeship can hope either to be placed by the employment service or to seek to find possible openings in the field by taking advantage of vocational guidance service offered throughout the city, such as at the Vocational Guidance Bureau of the Board of Education at 239 East 11th St., Manhattan; the Junior Intake Section of the Employment Service at 87 Madison Ave., Manhattan; the West Side Y.M.C.A., at 5 West 63rd St., Manhattan; consultation bureau of the United States Employment Service at 124 East 28th St., or at trade unions, offices, or at the plant of an employer.

### Big Age Range

Aptitude and trade tests are offered at several of these agencies in order to establish whether one is wasting his time or not in looking toward an apprenticeship. The average age for apprentices is notched at 18 and may range from 16 to as high as 23 if one is promising material.

Industries have their own individual standards they expect apprentices to meet. Mainly, however, they are interested in those who have a technical high school education or its equivalent—that is, courses that equip a non-graduate with rudimentary knowledge for a trade. Often an ordinary high school graduate is acceptable, provided he shows an aptitude and willingness to learn. The employer, upon signing an agreement with the apprentice, agrees to provide sufficient opportunities for advancement; the apprentice, in turn, agrees not to shirk any task in the climb toward positions requiring greater skill.

Of course, the vocational guid-

ance centers can suggest what is the most advisable trade for an apprentice. But today a person seeking an apprenticeship merely has to glance at the war headlines to know that the metal trades and shipbuilding are the big things in the mechanical field today.

Machine shop courses offer the greatest opportunities in New York City at the moment; in Long Island, aviation holds the most lure. Other courses include mechanical drawing, shop, mathematics, safety, economics, management and labor laws.

### Assists Employers

The apprenticeship section of the Division of Labor Standards, United States Department of Labor, at 124 East 28th St., has only seven representatives in this area. But it covers a huge field, gets its work done, and ties up with the employers' end of the apprenticeship panorama.

This apprenticeship division assists employers in setting up training programs for apprentices in plants—especially in those plants now engaged in producing for national defense. It is here that apprenticeship and defense training come together.

### Wage Scales

Wage scales for apprentices vary with each plant. However, the average wage during one's apprenticeship is not less than 50 per cent of a journeyman's wage in that trade. The whole thing, of course, is a voluntary proposition entered into between apprentice and employer, and is designed to suit conditions at the particular plant.

### 2 to 5 Years

The apprenticeship course generally runs from two to five years in the plant, and this is coupled with a minimum of four hours a week of public school training, amounting to 144 hours a year. Apprenticeships are offered everywhere in industries operating under the standards approved by the Federal Committee on Apprenticeship or by State apprenticeship councils cooperating with the FCA.

When an apprentice has completed his training, he qualifies as a highly skilled worker or journeyman and eventually as a foreman or leadman.

# Mondell Offers Math, Science

The Mondell Institute offers a variety of courses in drafting and design, mathematics and science, blue print reading and estimating, engineering and license examining. There are also home study courses in all fields, and civil service curriculae as well.

# Test Preparation At Browne's College

Browne's Business College is, among other things, preparing men and women for civil service openings, with concentration on jobs calling for card punch operators, bookkeepers and stenographers, and typists, junior and senior.

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Since experts estimate that at least 65 per cent of national defense production comes from engine lathes, turret lathes, screw machines and other vital machine tools, the Delehanty Institute vocational division is offering specialized training on individual types of machine tools, requiring 100 to 300 hours of individual instruction to attain a high degree of skill and efficiency.

Four machine shop courses are open: the turret lathe, and screw machine, and engine lathe, both requiring 300 hours, and the miller and grinder, and machine bench work and drill press, requiring 250 and 200 hours, respectively.

Training is also being offered for production mechanics in sheet metal forming, riveting and assembly for airplane parts. This is the aviation production course. Electric arc welding also is among the courses.

Women, too, can learn to be bench assemblers and inspectors. The Delehanty way. A total of 90 hours of individual instruction qualifies one for work.

# Training for Traffic

The Academy of Advanced Traffic, using a unique "laboratory method" of training based on actual practice with classifications, tariffs, maps and official publications, is training men and women for useful service in the traffic field. With industrial production rapidly gaining momentum, attention is being focused more and more on this phase of the national economic program. The traffic management course is two-years in duration.

# Dental Assistants

The Dental Assistants Training Institute believes it can provide those dentists caught in the draft with reliable assistants—individuals who can remain with the dentist taking over, and maintain an air of permanence for patients entrusting themselves to a new head man. The assistant course includes chairside assisting, sterilization, X-Ray technique, care of dental instruments and equipment, preparation of inlay, plaster models and impression materials, assisting with anesthesia, and business management. This course is open to men and women.

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## C.C.C. The Boys Learn Lots of Things

One of the few agencies whose facilities have been converted to meet war time requirements at little sacrifice to its peacetime program, the Civilian Conservation Corps has been contributing its share toward defense training in 38 camps in this area.

To enter the CCC, one must be between 17 and 23. For veterans, however, there are no age limits. All candidates for CCC work must pass physical examinations showing they can endure vigorous outdoor work, and all must be in need of employment (preference being tendered those whose families are on relief or in need). Enrollment is for a six-month period, but may be continued beyond that.

It is this group that today is learning to become part of the great power in defense production by learning auto mechanics, welding, aircraft fabrication, riveting, sheet metal, machine shop, blueprint reading, carpentry, electricity, radio and map reading.

The boys in the CCC camps get \$1 a day, plus food, clothing and quarters. Assistant leaders get \$36 a month and leaders obtain \$45 monthly.

To apply for CCC work, you merely register at a local relief office, at the nearest office of the State employment service or at one of the camps.

Defense training courses are being given wherever a vocational school is located in the vicinity.

The CCC defense training course is limited to 15 hours weekly and 200 hours equips a student for his "diploma." Some of the boys can obtain jobs in private industry even before the course runs the required time, provided the aptitude is there. The CCC camp youth qualifies for road and bridge construction jobs, tractor, grader and truck operation work, telephone and

## Training of College Level Open to Men and Women

Organized under the Engineering Defense Training Program of the U. S. Office of Education, this plan is part of a national project supported by the government for specialized training in fields essential to national defense. There are no tuition or other fees. Courses are open to both men and women. Students are required to supply their textbooks.

All courses are of college grade but the requirements for admission vary with the course. These requirements extend from high school graduation only, to engineering or science degrees.

All inquiries should be addressed to the individual colleges offering these courses.

### General Information

Brooklyn Polytechnic Institute—Dr. R. E. Kirk, Brooklyn, N. Y.; TRIangle 5-6520, Ext. 12.

The College of the City of New York—Professor William Allan, School of Technology, The City College, Amsterdam Ave. and 140th St., N. Y. C.; EDgecombe 4-5400.

Columbia University—A. Dexter Hinkley, Room 313; Miss M. V. Lee, Administrative Assistant, Engineering Building, N. Y. C.; University 4-3200, Ext. 145.

The Defense Training Institute—Dr. Harry W. Reddick, Director; Mrs. C. Andersen, Secretary; Room 610, 375 Pearl St., Brooklyn, N. Y.; MAIn 4-6577.

Hofstra College—George H. Burnham, Hempstead, L. I., N. Y.; Hempstead, 6257.

Long Island University—Professor Henry M. Davis, Brooklyn, N. Y.; TRIangle 5-6211.

Manhattan College—C. J. Velz, School of Engineering, N. Y. C.; Kingsbridge 6-2800, Ext. 44.

New York University—Professor G. A. Yanosik, College of Engineering, University Ave. and West 181st St., N. Y. C.; RAYmond 9-2000.

Pratt Institute—H. Russell Beatty, 215 Ryerson St., Brooklyn, N. Y.; MAIn 2-2200.

powerline erection duties, and surveying, clerical work, electricity, radio, welding and drafting assignments.

### Classroom Work

CCC training in public schools, which supplements on-the-job training with shop and classroom instruction, is offered to those enrollees who may benefit from the intensive training courses. Fourteen weeks, eight hours a week make up the length of the course. These studies are provided in public schools, or in camps with teaching personnel furnished by the local school. They qualify students for single-skill jobs in occupations essential to national defense and non-combatant jobs in military service.

The specialized school training, phase of the CCC work is open to those who show aptitude, usually in camp work or training, and is offered for from six weeks to three months, depending on the previous experience of the trainee. This course teaches one special skills, such as cooking and baking or radio operation for CCC and potential military duty, and is offered in CCC cooks, bakers, radio and other specialized training schools. It qualifies you to enlist as a cook or baker or radio operator.

### Motor Repair Shop

The CCC central motor repair shops train enrollees to become skilled mechanics by providing them with practical experience in repairing CCC equipment. Eligibles must show an aptitude for mechanics and proof they have taken mechanics training in camp. The course runs for a year and is offered in 63 central motor repair shops from coast to coast. You qualify to become a repair and maintenance man, in charge of motor equipment, automobiles, tractors, graders, Diesel motors and similar machinery.

## Opportunities in Business Machines

The fact that the Federal, State and City governments are absorbing all available qualified Key-punch, Tabulator, and Sorting Machine operators at an unprecedented rate is being reflected in a marked shortage of competent personnel.

The Accounting Machines Institute which concentrates its entire teaching activity on key-punches, the accounting machine tabulator, sorting machine and auxiliary IBM equipment finds itself called upon, daily, to supply employers with qualified, highly-trained personnel. At the present time its Employment Department finds it difficult to supply this demand, even at starting salaries of \$35 and \$40 per week.

H. D. Duarte, director of the Accounting Machines Institute, unqualifiedly states that never before have ambitious high-school graduates had such great opportunities to enter upon well-paying careers by merely putting forth a few weeks' effort at a tuition cost of a week or two salary.

## Fire Eligibles Plan Mass Meeting

A general mass meeting of eligibles on the fireman list is tentatively scheduled for Friday, January 30. The meeting place has not been selected yet.

Last Friday, a group of eligibles met in Room 411 of the Pulitzer Building, 63 Park Row, and formed a temporary organization.

Donald Savage was named temporary chairman of the association, and Henry Gartland temporary treasurer. At the meeting, a committee was set up to investigate the legality of the method of appointing the last group of 50 men to the Fire Department.

## Drafting Institute Enlarges School

New York Drafting Institute, 276 West 43rd St., New York City, has doubled the size of its school to accommodate the increasing enrollment of students for the various branches of drafting, as Aviation, Ship, Mechanical, Electrical, etc. This has been due to the tremendous demand of defense industries for draftsmen who are the basis for every type of production. This school reports that to date every graduate has been placed in defense industries and still many more jobs are unfilled.

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| <b>Gene J. Marandon</b> ,<br>682 Ocean Avenue,<br>Brooklyn, New York.<br>Machine draftsman at:<br>The Liquidometer Corp.   | <b>Sarah E. Roberts</b><br>801 Kinderkamach Rd.,<br>Oradell, New Jersey.<br>Ship draftsman at<br>Bendix Av. (Mar. Div.) | <b>Fred A. Seib</b> ,<br>301 Palisade Avenue,<br>Union City, N. J.<br>Ship draftsman at<br>Sir Joseph W. Isherwood<br>& Co., Ltd. |
| <b>John W. Ranges</b> ,<br>1559 Alicia Avenue,<br>West Englewood, N. J.<br>Aeronaut. draftsman at<br>Bendix Aviation Corp. | <b>John Roos</b><br>80-15 166th Street,<br>Jamaica,<br>Machine draftsman at<br>Mining Equip't. Corp.                    | <b>Thomas B. Corgan</b> ,<br>152-17 135th Avenue,<br>Jamaica, N. Y.<br>Ship draftsman at<br>Cox & Stevens, Inc.                   |
| <b>Alfons Schwenk</b><br>1463 Third Avenue,<br>New York, N. Y.<br>Aeronaut. draftsman at<br>Brewster Aeron't. Corp.        | <b>James W. Owen</b> ,<br>2010 S. Maple Ave.,<br>Ridgewood, N. J.<br>Aeronaut. draftsman at<br>Wright Aero. Corp.       | <b>Anthony Pelletieri</b> ,<br>1814 - 75th Street,<br>Brooklyn, N. Y.<br>Tool & mach. drafts. at<br>Singer Engineering Co.        |
| <b>Philip Silverman</b> ,<br>1324 Intervale Avenue,<br>The Bronx, N. Y.<br>Ship draftsman at<br>Brooklyn Navy Yard         | <b>Jerome Hirschfield</b> ,<br>533 Ocean Avenue,<br>Brooklyn, N. Y.<br>Mech. local draftsman at<br>Hydro Press Co.      | <b>Carl Brinke</b> ,<br>25-36 171st Street,<br>Flushing, L. I.<br>Mech. local draftsman at<br>Indus. Sheet Metal Co.              |
| <b>Harry Levy</b> ,<br>40 Monroe Street,<br>New York, N. Y.<br>Ship draftsman at<br>Gibbs & Cox, Inc.                      | <b>Kim Blanchard</b> ,<br>Arling Park,<br>Irvington, N. Y.<br>Aeronaut. draftsman at<br>Brewster Aero. Corp.            | <b>Roland N. Stephenson</b> ,<br>681 Clarkson Avenue,<br>Brooklyn, N. Y.<br>Tool & mach. drafts. at<br>Singer Engineering Co.     |

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### LEGAL NOTICE

AT A SPECIAL TERM PART II. of the City Court of the City of New York, held in and for the County of New York at the Courthouse, 52 Chambers Street, in the Borough of Manhattan, City of New York, on the 13th day of January, 1942.

Present: Hon. John A. Byrnes, Justice, in the Matter of the Application of HENRY JOHN GRETZINGER and ANNA GRETZINGER, his wife, and his infant child ARLINE GRETZINGER, by HENRY JOHN GRETZINGER, her parents.

For leave respectively to change their names to HARRY JOHN GRAFF, ANNA GRAFF and ARLINE GRAFF. Upon reading and filing the petition of HENRY JOHN GRETZINGER, verified the 7th day of January, 1942, to assume the name of HARRY JOHN GRAFF, and upon reading the consent of his wife, ANNA GRETZINGER, verified the 7th day of January, 1942, for leave of the petitioners to assume the names of HARRY JOHN GRAFF, ANNA GRAFF and ARLINE GRAFF, respectively, instead of their present names, and it appearing that the said petitioner, HENRY JOHN GRETZINGER, pursuant to the provisions of the Selective Service Training and Service Act of 1940, has submitted to registration as therein provided, and the Court being satisfied thereby that the averments contained in the said petition are true and that there is no reasonable objection to the change of name proposed.

NOW ON MOTION, of HERMAN SILVER, the attorney for the petitioners, it is ORDERED, that the said HENRY JOHN GRETZINGER, ANNA GRETZINGER and ARLINE GRETZINGER all of whom reside in New York, be and they hereby are authorized respectively to assume the names of HARRY JOHN GRAFF, ANNA GRAFF and ARLINE GRAFF, in place and stead of their present names on and after the 23d day of February, 1942, upon condition, however, that they shall comply with the further provisions of this order; and it is further

ORDERED, that this order and the aforementioned petition be filed within ten (10) days from the date hereof, in the office of the Clerk of this Court and that a copy of this order shall within ten (10) days from the entry thereof, be published once in The Civil Service Leader, a newspaper published in the City of New York, County of New York, and that within forty (40) days after the making of this order, proof of such publication thereof, shall be filed with the Clerk of the City Court of the City of New York; and it is further

ORDERED, that a copy of this order and the papers upon which it is based shall be served upon the Chairman of the Local Board of the United States Selective Service, at which the petitioners submitted to registration, as above set forth within twenty (20) days after its entry, and that proof of such service shall be filed with the Clerk of this Court, in the County of New York, within ten (10) days after such service; and it is further

ORDERED, that following the filing of the petition and order as hereinbefore directed, and the publication of such order, and the filing of proof of publication thereof, and the service of a copy of said papers, and of the order as hereinbefore directed that on and after February 23, 1942, the petitioners shall be known by the names of HARRY JOHN GRAFF, ANNA GRAFF and ARLINE GRAFF, and by no other name respectively.

Enter,  
J. A. B.,  
J. C. C.

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SEND COUPON FOR  
"AMERICAN INVENTORS  
MAY WIN THE WAR"

## The People Behind the Red Army

BY  
**JESSICA SMITH**  
Editor, Soviet Russia Today  
Sec'y., American Council on Soviet  
Relations at the Sunday Night Forum  
HOTEL SHERMAN SQUARE  
Broadway and 71st St.  
SUNDAY - JAN. 25th - 8-30 P.M.

# Career Training School Directory

**Accountant**  
(C.C.N.Y., Columbia, Fordham, Hunter, L.I.U., N.Y.U., Manhattan, St. John's) See also Commercial schools listed under Stenography and Typewriting.  
Pace Institute, 225 B'way, BA. 7-8200.

**Aeronautics**  
(See Engineering)  
Acad. of Aeronautics, LaGuardia Field, North Beach, L. I.  
Safair, Inc., Roosevelt Field, Mineola.

**Agriculture**  
(Columbia, Rutgers)  
Newtown H. S., Chicago Ave., Elm.—Free.  
State Institute of Applied Agri., Farmingdale, L. I. 4 years, \$21 per year.

**Air Conditioning and Refrigeration Mechanic**  
(Columbia, N.Y.U.)  
Delehanty Institute, 115 E. 15th St., ST. 9-6900.

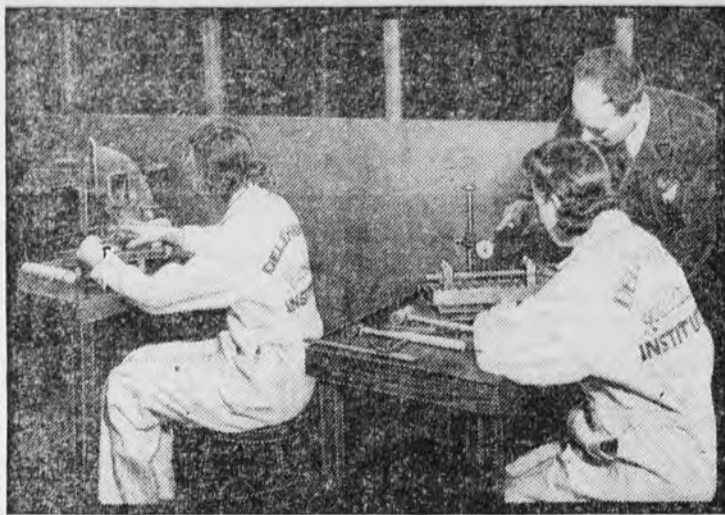
Herkimer Inst. of Mechanical Trades, 1810 B'way, Day or Eve.—\$135.  
N. Y. Technical Institute, 108-5th Ave., CH. 4-6330. Day and Eve.—\$135.  
N. Y. Trade School, 312 E. 67th St., BE. 4-1987.—\$30.  
Pratt Institute, 195 Grand Ave., ST. 3-8277. Eve.—\$25.  
Technicians Inst., 244 W. 14 St., WA. 9-8220.  
Y.M.C.A., Bklyn., 1115 Bedford Ave., MA. 2-1100. Day or Eve.—\$90.

**Airplane Mechanic**  
(Also given at various high schools)  
Aviation Inst. of Technology, 36-01 35 Ave., L.I. City, 1775 B'way., (Room 810) RA. 8-7400.  
Citizens Prep. Institute, 830 Broad St., Newark, N. J.  
Delehanty Institute, 11 E. 15 St., ST. 9-6900.  
Eastern School of Aircraft Instruments, 109 W. 42d St., WI. 7-5474.  
Boorahm Bld., Jersey City, BE. 4-2350.  
N. Y. Institute of Mechanics, 248 W. 55 St., CI. 7-5180.  
N. Y. School of Aircraft Instruments, 1890 Broadway, CI. 6-0345.  
N. Y. Tech. Institute, 108 5th Ave., CH. 4-6330.  
Roosevelt Aviation School, Mineola, L. I.  
Stewart Technical School, 253 W. 41 St., EN. 2-3006.  
Stinson School of Aviation, 21-27 44th Ave., L. I. City, ST. 4-8335.  
Technicians Institute, 244 W. 14 St., WA. 9-8220.  
United Institute of Aeronautics, 1834 Broadway, CI. 6-2423.  
Y.M.C.A., 1115 Bedford Ave., Bklyn., MA. 2-1100.

**Architect**  
(Columbia, N.Y.U.)  
Cooper Union, Cooper Sq., AL. 4-6300. Day and Eve. 1 to 3 years.—Free.  
Federation Technical School, 116 E. 19 St., BE. 3-0411. Day and Eve.—\$12 to \$21 per term.  
Pratt Institute, DeKalb Ave. and Ryerson St., Bklyn., MA. 2-2200.—\$200 per year.

**Auditor (Banks)**  
(See also Accountant)  
American Inst. of Banking, 233 B'way.

**Automobile Mechanic**  
(Also given at various high schools)  
Bklyn. Y.M.C.A., 1115 Bedford Ave., Bklyn., MA. 2-1100.  
N. Y. Electrical Trade School, 37 W. 17th St., CI. 3-2633.  
N. Y. Tech. Inst., Inc., 108 5th Ave., CH. 4-6330. Day or Eve.—\$110.  
N. Y. Trade School, 312 E. 67th St., BE. 4-1987. Eve.—\$35.



Private schools are performing yeoman service in preparing people for defense positions. One of these schools is Delehanty's, at 11 East 15th Street, where the scene shown above was taken. Of particular interest to women are the courses in bench assembly and inspection. The school reports a large demand in these fields.

State Inst. of Agriculture, Farmingdale.  
Y.M.C.A., 1115 Bedford Ave., Bklyn., MA. 2-1100. Day and Eve.—\$125.  
Y.M.C.A. Schools, 5 W. 63d St., SU. 7-4100. Day, 14 wks; Eve., 40 wks.—\$125.

**Bacteriologist**  
(See Laboratory Technician)

**Baker**  
Culinary School of N. Y., 135 E. 58th St., Twelve 3-hour sessions. Fee \$30.  
Food Trades Voc. H. S., 205 W. 13th St., Day—Free.  
Houlman's Pastry School, 40-10 47th Ave., L. I. City, Day.

**Blue Print Worker**  
(See Drafting)

**Bookbinder**  
Craft Students League, 745 10th Ave., Day and Eve, \$29 per semester.  
Metropolitan Voc. H. S., 43 Oak St., Day—Free.

**Bookkeeper**  
(See schools listed under Stenographer and Typist.)

**Building Construction**  
N. Y. Structural Institute, 67 W. 44th St., VA. 6-2304.

**Business Machine Operator**  
Accounting Machines Inst., 221 W. 57th St., CI. 5-6425.  
Boz. Hall Acad., 382 Flatbush Ave., Ext. MA. 4-8508.  
Burroughs School for Operators, 219 4th Ave.  
Central Business School, 100 W. 42d St., BR. 9-7928.  
Comptometer Co., 299 B'way., WO. 2-3393.  
Drake Business School, 154 Nassau St., BE. 3-4840.  
Interboro Inst., 152 W. 52d St., Lighting Computing School, 9 E. 42nd St.

N. Y. Business School, 11 W. 42d St., WI. 7-9757.  
Speed Secretarial School, 29 Vesey St., WO. 2-2293.  
Underwood-Elliott Fisher School, 1 Park Ave.  
Washington Business School, 130 W. 42d St., WI. 7-8811.  
Y.W.C.A. Trade School, 179 W. 137 St.

**Candy Making**  
Candy and Cake Institute, 68 W. 52d St., EL. 5-2758.

**Card Punch Operator**  
Accounting Machines Inst., 221 W. 57th St.  
Mary E. Mooney-Brown's Business College, 7 Lafayette St., B'klyn.  
Delehanty Institute, 115 E. 15th St.  
Mondell Institute, 230 W. 41st St.  
Midtown Calculating Co., 10 E. 40th St.  
N. Y. Business School, 11 W. 42d St.

**Carpenter**  
(Also given at various high schools.)  
Greenwich House Workshop, 10 Jones St., Day—Free.  
N. Y. Trades School, 312 E. 67th St., RE. 4-1987.

**Civil Service Schools**  
Browne's Business College, 7 Lafayette Ave., Brooklyn. (Business courses).  
Career Service School (State, County & Municipal Workers of America, C.I.O. Union), 3 Beekman St.  
Columbia Institute (formerly Schwartz-Caddell School), 154 Nassau St.  
Delehanty Institute, 115 E. 15th St. (Fireman, Patrolman, Alphabetical & Numerical Card Punch Operator, Fingerprint Technician, Stenographer, Clerk, Typist, Motor Vehicle Examiner & Inspector, Inspector of Elevators, Printers Assistant, Deputy U. S. Marshall).  
Drake Business Schools, 154 Nassau St. (Stenographer-Typist, Clerk, Bookkeeper, Office Appliances).  
McGannon School 976 Third Ave. (59 St.), Jamaica Branch, 147-12 Archer Ave. (nr. Sutphin Blvd.) (Fireman, Patrolman, Secretarial Courses, Motor Vehicle Examiner & Inspector).  
Mondell Institute, 230 West 41 St. (Dispatcher, Designer, Bookkeeper, J. Scientific Aide, Asst. Inspector, Hulls, Marine Engineer, Wage and Hour Inspector, Postal-Clerk-Carrier, Drafting, Blue Printer, Jr. Assessor).  
Rand Educational Institute, 7 E. 15th St. (Clerk, Motor Vehicle Examiner & Inspector, Postal Clerk-Carrier).  
Schwartz School, 4th Ave. & 14th St. (Patrolman).

**Commercial Art**  
(Columbia, N.Y.U.)  
Academy of Allied Arts, 340 W. 86th St., SC. 4-1216.  
American Artists School, 133 E. 53th St., VO. 5-1929.  
Cavanaugh School, 19 W. 44th St., MU. 2-0246.  
Cooper Union, Astor Pl. and Cooper Sq., AL. 4-6300.  
Grand Central School of Art, Grand Central Terminal Bld., MU. 9-5463.  
Nat'l. Academy, Amsterdam Ave., at 109th St., AG. 2-1219. Free.  
N. Y. Trade School, 312 E. 67th St., RE. 4-1987.  
Pratt Institute, DeKalb Ave. and Ryerson St., Bklyn., MA. 2-2200.  
School of Industrial Art, 257 W. 40th St., CH. 4-2950.

**Comptometer Operator**  
Abbe Institute, 1697 Broadway, CO. 5-2832. 300 hours. Day and Eve.—\$75.  
Accounting Machines Inst., 221 W. 57th St., CI. 5-6425.  
Boz. Hall Academy, 3-2 Flatbush Ave. Ext., Bklyn., Day or Eve.—\$50.  
Browne's Business College, 7 Lafayette Ave., Bklyn., NE. 8-2941. Day, \$20 month; Eve., \$8 a month.  
Central Business School, 100 W. 25th St., BE. 9-7928. \$35.  
Comptometer School, 299 B'way. Day and Eve.—\$60.  
Delehanty Institute, 120 W. 42d St., ST. 9-6900. Day and Eve.  
Drake Business School, 154 Nassau St., Heffley School, Hanson Pl., Bklyn., Day, \$16 a mo.; Eve., \$8 a month.  
Heffley-Queensboro School, 852 Cypress Ave., Bklyn., ST. 3-5210. Day and Eve.  
Interboro Inst., 152 W. 42d St., LO. 5-8735. Day, \$20 mo.; Eve., \$10 mo.  
Lighting Computing School, 9 E. 42nd St.  
Midtown Calculating Co., 10 E. 40th St., LE. 2-4453.  
Pratt Secretarial School, 400 Madison Ave., EL. 5-5234. Day, \$25 a mo.; Eve., \$10 a month.  
Rhodes School, 1071 6th Ave., LO. 5-3504. Day, \$22 a mo.; Eve., \$5 a month.  
Speed Secretarial Schl., 29 Vesey St., WO. 2-2293.  
Y.W.C.A. Trade School, 179 W. 137th St., AU. 3-2777. (Colored.) Day, \$5 a mo.; Eve., \$4 a month.

**Corsetier**  
Greenwood School, 55 W. 42d St., CH. 4-0930.

**Court Reporter**  
Pace Institute, 225 B'way., BA. 7-8200.

**Dental Assistant**  
Central Commercial H. S., 214 E. 42d St., Day—Free.  
Manhattan Dental Assistants School, 60 E. 42d St., MU. 2-6234. Day, 1 mo., \$75; 3 mos., \$125; Eve., 10 wks., \$160.  
Dental Assistants Training Institute, 1 W. 34th St., LO. 5-2140. Day, 12 wks., \$150; Eve., 17 wks., \$75.

**Diesel Engine Mechanic**  
Delehanty Institute, 11 E. 15th St., ST. 9-6900. Day, \$265; Eve., \$215.  
Hempbill, 31-14 Queens Blvd., L. I. City, ST. 4-4791.  
Pratt Institute, 195 Grand Ave. Eve. \$10 to \$25.  
Stewart Technical School, 253 W. 44th St., Day, 5 mos., Eve., 12 mos., \$100.  
Y.M.C.A., 1115 Bedford Ave., Bklyn., Day and Eve.

**Dietitian and Food Preparation**  
(Columbia, N.Y.U.)  
Ballard School, 610 Lexington Ave., WI. 2-4500.  
Candy and Cake Institute, 68 W. 52d St., EL. 5-2758.  
Culinary School of N. Y., 135 E. 58th St., PL. 3-2775.  
Houlman's Pastry School, 40-10 47th St., L.I.C., ST. 4-3312.  
N. Y. Inst. of Dietetics, 660 Madison Ave., Day 1 yr.; Eve., 2 yrs., \$400.  
Irider School, 831 Lexington Ave., RH. 4-8249.

**Drafting**  
Columbia Modern Tech., 786 Communipaw Ave., Jersey City.  
(Columbia, N.Y.U.)  
Delehanty Institute, 115 E. 15th St., ST. 9-6900.  
Drake School, 154 Nassau St., BE. 3-4840.  
Manhattan Technical Institute, 1823 B'way, CI. 5-7857.  
Mechanics Inst., 29 W. 44th St., Eve.—Free.  
Mondell Institute, 230 W. 41st St., WI. 7-2080.  
Murray Hill Evening Trade School, 237 E. 37th St., Day—Free.  
National Training Corp., 1775 Broadway.  
N. Y. Drafting Inst., 276 W. 43d St., WI. 7-6330.  
N. Y. Technical Inst., 108 5th Ave., CH. 4-6330.  
Poppenhusen Institute, 114-04 14th Rd., College Point, L. I. Eve.—\$250.  
Pratt Institute, DeKalb Ave. and Ryerson St., Bklyn., Eves., \$46 a year.  
School of Structural Design, 147 W. 42d St.  
Y.M.C.A., 1115 Bedford Ave., B'klyn., SU. 7-4400.

**Electrician**  
N. Y. Electrical School, 38 W. 17th St., CH. 3-2633.  
N. Y. Tech. Institute, 108 Fifth Ave., CH. 2-6320.  
N. Y. Trades, 312 East 67th St., RE. 4-1987.  
N. Y. Y.M.C.A., 5 W. 63d St.

**Electrochemistry and Metallurgy**  
Institute of Electrochemistry & Metallurgy, 59 E. 4th St., OR. 4-1778.

**Electrolysis**  
Electrolysis School of N.Y., 1451 B'way, WI. 7-0943.  
Hoffman Electrolysis Institute, 100 W. 42d St., MU. 2-7494.  
Kree School, 9 E. 41st St., MU. 2-7494.  
Y.M.C.A., 1115 Bedford Ave., Bklyn., MA. 2-1100.

**Engineer**  
(C.C.N.Y., Columbia, Cooper Union, Manhattan, N.Y.A., Polytechnic Institute of Bklyn., Pratt Institute, Webb Institute of Naval Architecture & Marine Engineering).  
Bklyn. Eve. Technical H. S., 29 Ft. Greene Pl., Bklyn., Eve.—Free. (Steam and Structural Engineering)  
Bklyn. Technical H. S., 29 Ft. Greene Pl., Bklyn., Day—Free. (Aeronautical, Electrical, Mechanical, Structural).  
Drake High School, 100th St. and Grand Concourse, Bronx.  
Federation Technical Schl., 116 E. 16 St., Day & Eve.—Registration Fee \$3 \$9 a point (Aeronautical, Chemical, Civil, Electrical, Marine, Mechanical).  
N. Y. Merchant Marine School, 25 South St., BE. 3-2710. Day 6 mos., Eve. 12 mos.—Fee, \$150.  
N. Y. Merchant Marine Acad., Ft. Schuyler, Bronx (Marine).  
Polytechnic Inst. of Bklyn., 99 Livingston St.  
Pratt Institute, 195 Grand Ave., Day & Eve., 12 wks. 3. eves. per wk.—\$10-\$30. (Chemical, Electrical, Mechanical).  
RCA Institute, 75 Varick St., Day & Eve. (Television, Radio, Electrical Communication).  
Stevens Institute of Technology, Castle Point, Hoboken, N. J.  
Stuyvesant Evening Trade School, 15 St. & 1st Ave.—Free. (Steam Engineering).  
Y.M.C.A. Bklyn. Trade Schl., 1115 Bedford Ave., Bklyn., Day (YMCA members only) (Aeronautical, Mechanical).  
Y.M.C.A. Schools, 5 W. 63 St., Day 32 wks., Eve. 2 yrs.—Fee \$220; \$30 for equipment (Radio & Electrical Communications).  
Drake Business School, 154 Nassau St.

**Filing**  
N. Y. School of Filing, 341 Madison Ave., MU. 9-8546.

**Fingerprinting**  
Delehanty Institute, 11 E. 15th St., ST. 9-6900.—4 mos., \$35.  
National Fingerprint & Identification Bureau, Inc., 342 Madison Ave.  
N. Y. Schl. of Fingerprint Prints, 22 East 8th St., GR. 7-1208.

**Garment Trades and Millinery**  
Allied Garment Inst., 79 5th Ave., AL. 4-0841.  
Amer. Gentleman Designing Schl., 452 5th Ave., LA. 4-8250.  
Clyck Cutting & Tailoring Schl., 315 4th Ave., ST. 9-7900.  
Empire Trade Schl., 102 W. 34th St., CH. 4-5088.  
Evergreen Dress Operator School, 103 Evergreen Ave., Bklyn.  
Fashion Acad., 30 Rockefeller Pl., CI. 7-1514.  
Grace Institute, 149 W. 60th St., CO. 5-1472.  
Greenwood School, 55 W. 42d St., CH. 4-0930.  
N. Y. Needle Trade School, 1 Union Sq., AL. 4-6005.  
McWell School, 71 W. 45th St., BR. 9-3055.  
Poppenhusen Institute, 114-04 14th Rd., College Pt., FL. 9-1354.  
Pratt Institute, DeKalb & Ryerson Aves., Bklyn., MA. 2-2200.  
Simon-Simon Needle Trade School, 100 St. Nicholas Ave.  
Traphagen School, 1680 Broadway, CO. 5-2077.  
Unit Needle Trades School, 10 E. 23d St., AL. 4-9455.  
Y.W.C.A., 610 Lexington Ave., WI. 2-4500.

(Continued on Page Nineteen)

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(Continued from Page Eighteen)

**Glass Blowing and Bending**  
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**Government Exams (Flying Cadet, etc.)**  
Delehanty Institute, 115 W. 15 St., ST. 9-6900.

**Home Study**  
American School, Times Bldg. Citizens Prep. Institute, 830 Broad St., Newark, N. J. Franklin Institute, 130 W. 42d St., WI. 7-3715.

**Interpreter and Translator**  
Automen Language Method, 152 W. 42nd St. Barbizon School of Language, 20 E. 57th St., EL. 5-2783. Downtown School of Spanish, 74 Trinity Pl. Drake Business School, 154 Nassau St. Fisher's School of Language, 104 W. 40th St., PE. 6-6377.

**Insurance**  
(Columbia, N.Y.U.) Knights of Columbus Schools, 316 W. 57th St., CI. 7-1063, Eve.—\$45. YMCA Schools, 5 W. 63 St., Eves.—\$59. YMCA, 55 Hanson Pl., Bklyn.—\$50.

**Journalist**  
(Columbia, Hunter, L.I.U., N.Y.U.) Drake Business School, 154 Nassau St. School of Journalism, 1901 Times Bldg., BR. 9-4896.

**Laboratory and X-Ray Technician**  
(Hunter) Eastern School of Physicians Aides, 607 Madison Ave., RE. 7-2448. Harvey School, 384 E. 149th St., MO. 9-6685. Jewish Hospital, 555 Prospect Pl., Bklyn.—Free.

**Languages**  
Automen, 152 W. 42d St., BR. 9-8749. Berlitz, 630 Fifth Ave. Barbizon, 20 E. 57th St., EL. 5-2783. Clark, 1819 Bway, CO. 5-7376. Downtown School of Spanish, 74 Trinity Pl., BO. 9-4347. Interboro Institute, 104 W. 40th St., PE. 6-6377.

**Lawyer**  
(Bklyn Law Schl. Columbia, Fordham, N. Y. U., St. Johns.)

**Library Training**  
Columbia University Schl of Library Service—Day: Apprx. \$100 a yr., 2 yrs. Pratt Institute, DeKalb Ave. and Ryerson St., Bklyn.

**Linotype**  
Empire Linotype School, 206 E. 19th St., GR. 5-5733. N. Y. Mergenthaler Linotype School, 244 W. 23d St., CH. 3-5170. School of Linotype Instruction, 29 Ryerson St., Bklyn, EV. 7-0300.

**Machinist**  
(Also given at various high schools) Delehanty Institute, 11 E. 16th St., ST. 9-6900. Lutz Machine School, 1043 6th Ave. (47th St.), PE. 6-0913. Machinist Trade School, 250 W. 54th St., CI. 6-0246. Metropolitan Tech. School, 200 W. 41st St., LO. 3-2180. National Tech. Institute, 33-22 Northern Blvd., L. I. C., ST. 4-1891; 109 W. 42d St., WI. 7-5474. Practical Machinist School, 109 Broad St., BO. 9-6498. Popenhusen Institute, 114-04 14th Rd., College Pt., PL. 9-1354—Free. Pratt Institute, 210 Grand Ave., Bklyn, ST. 3-8277. Technicians Institute, 244 W. 14th St., WA. 9-8229. United Institute, 1834 Broadway, CI. 6-2423. Universal Navigation & Engineering School, 24 Whitehall St., WH. 4-5955. Wilson Marine Eng. Prep School, 15 Whitehall St.

**Marine Trades**  
Merchant Marine School of Seaman's Church Institution, 25 South St., Day and Eve. (Master & Mate) Training, Navigation, Steamships). N. Y. State Merchant Marine Academy, Fort Schuyler, Bronx, Day (Master & Mate Training). Metropolitan Voc. H. S., 43 Oak St., Day—Free. Straus Navigation & Engineering Schl., 61 Whitehall St., WH. 4-0742. Ackerman Nautical Schl., 5423 4th Ave., B'klyn, WI. 9-8533. School of Marine Engineering, 15 Whitehall St., BO. 9-0143. Seaman's Institute, 25 South St., BO. 9-2710. Kiveder's Navigation School, 61 Whitehall St., WH. 4-0742.

**Mechanical Dentist**  
American Institute, 243 W. 34th St., LA. 4-4965. N. Y. School of Advanced Dental Technology, 250 W. 57th St. New Standard School, 144 W. 34th St., CH. 4-7492. New York School of Mechanical Dentistry, 125 W. 31 St., CH. 4-3994.

**Merchandising**  
(C.C.N.Y., Columbia, N.Y.U.) Laboratory Inst. of Merchandising, 45 W. 34th St., CH. 4-5288.

**Meteorologist**  
Hunter College, 2 Park Ave.

**Motion Picture Operator**  
Brown and Edward's Schl of Motion Picture Operating, 1125 6th Ave.

**Oil Burner Operator**  
Herkimer Institute, 1819 Bway, CO. 5-1558.

**Optician, Optometrist, Optical Mechanic**  
(Columbia) B'klyn H. S. for Specialty Trades, 49 Flatbush Ave. Ext., Brooklyn, CU. 6-6120. School of Optics, 182 Henry St., Bklyn, MA. 4-4211.

**Painter**  
Murray Hill Eve. Trade School, 237 E. 37th St.—Free. Murray Hill H. S. of Building and Metal Trades, 327 E. 37th St., Day—Free. N. Y. Trade School, 412 E. 67th St.—\$25. N. Y. Voc. H. S. for B.Y.s, 21 W. 138th St., Day—Free.

**Pharmacy**  
(Bklyn College, Columbia, Fordham, St. Johns, L.I.U.)

**Photographer**  
American Artists Schl, 131 W. 14 St. American Schl of Design, 133 E. 58th St.—\$45. Bklyn Eve. Technical H. S., 29 Ft. Greene Pl., Bklyn.—Free. Bklyn Institute of Arts & Sciences, 30 Lafayette Ave., Bklyn, Eve.—\$21. Hunter College, 2 Park Ave.—Free. Metropolitan Voc. H. S., 43 Oak St., Manhattan Day—Free. N. Y. Inst. of Photography, 10 W. 33d St., CH. 4-2715.—\$155. Pace Institute, 225 B'way, BA. 7-8200, Day & Eve.—\$80. Rabinovitch School and Workshop of Art Photography, 40 W. 56th St., Day & Eve.—\$500. School of Industrial Art, 257 W. 40th St., Day—Free. School of Modern Photography, 139 E. 57th St., PL. 8-1703. Stuyvesant Eve. Trade Schl., E. 15th St., near 1st Ave.—Free. Textile Eve. Trade Schl., 351 W. 18th St.—Free. Theo. Stolar School, 1284 Sixth Ave., PL. 8-2435. Clarence E. White, 32 W. 74th St., TR. 4-2814.

**Physical Therapy Technician**  
Eastern School of Physicians Aides, 607 Madison Ave., RE. 7-2448. Hallback School of Massage, 181 W. 87th St., SC. 4-8356. Hospital for Ruptured & Crippled, 321 E. 42nd St.—9 Mos., \$300. Lindgren Schl. of Massage, 32-06 130th St., Flushing, PL. 9-4219. Metropolitan Schl. of Medical Technology, 19 W. 37th St., WI. 2-4250. N. Y. School of Massage, 307 E. 12th St., GR. 5-8899. Swedish-American Schl., 18 E. 15th St., PL. 8-2857.

**Pilot**  
East Coast Flying Schls, 157th St. & Rockaway Blvd., Queens County Airport, Jamaica, L.A. 8-1148. Roosevelt Aviation Schl., Roosevelt Field, Mineola, L. I. State Inst. of Agriculture, Farmingdale. Safair Inc., Roosevelt Field, Mineola.

**Plumber**  
(Also given at various high schools) Mechanics Inst., 20 W. 44th St., VA. 6-2490.—Free. N. Y. Trade School, 312 E. 67th St., RE. 4-1957, Eve.—\$30. Pratt Inst. Schl. of Science & Technology, 195 Grand Ave., Bklyn., ST. 3-8277.

**Power Machine Operating**  
Arkay Trade School, 224 W. 34th St., LO. 5-9166.

**Printer**  
School for Printers Apprentices, 461 8th Ave., BR. 9-8874. N. Y. YMCA, 5 W. 63d St., SC. 7-4400. National Technical Institute, 33-22 Northern Blvd., ST. 4-1891.

**Purchasing Officer**  
Y.M.C.A., 5 W. 63d St., Eve. 16 wks. \$45.

**Radio**  
(Also given at various high schools.) Aero-Radio, 136-50 Roosevelt Ave., Flushing. Melville, 136-50 Roosevelt Ave., Flushing, PL. 3-7878. Metropolitan Vocational H. S., 43 Oak St., Day—Free. N. Y. Technical Institute, 108 Fifth Ave., CH. 2-6330. R.C.A. Institute, 75 Varick St., WA. 5-2253. Radio-Television-Institute, 480 Lexington Ave., PL. 3-4585. Y.M.C.A., 14 W. 63d St., SU. 7-4400.

**Real Estate Brokerage**  
K. of C. Business School, 316 W. 57th St., CI. 7-1066.

**Recreational Director**  
(Columbia, N.Y.U. Schools of Education)

**Sheetmetal Working**  
(See Welding) Aeronautical Trades Schl., 295 Jericho Tpke., Floral Park. Rooder Schl. of Sheetmetal Works, 1392-1400 Atlantic Ave., B'klyn, PR. 4-0205.

**Shipbuilding**  
Technicians Institute, 244 W. 14th St., WA. 9-8220.

**Sign Painting**  
N. Y. Trades, 312 East 67th St., RE. 4-1987.

**Social Work**  
N. Y. School of Social Work, 122 E. 22d St., GR. 5-4420.

**Statistician**  
(Barnard, Columbia, Hunter.)

**Stenography and Typing**  
(A) indicates accounting courses also given (B) bookkeeping courses also given at various day high schools. Abbe Institute, 1697 Broadway, CO. 5-2872, Day and Eve.—\$5.50 per week. Clyde Blanchard, 605 Park Ave., CA. 5-3421. Boro Hall Acad., 382 Flatbush Ave., Ext., Brooklyn, MA. 4-8578, Day—\$17.50 a month, Eve. \$8 a month. (A), (B). Bowers School, 228 W. 43rd St., BR. 9-8092, Dictation, Typing—\$1 per week. Brathwaite Business School, 2376 7th Ave., AU. 3-3800. Brown's Business College, 7 Lafayette Ave., B'klyn, NE. 8-2941. Central Commercial H. S., 214 E. 49th St., Day—Free, (B). Central Business School, 100 W. 42nd St., Day & Eve. Fee—\$75 for 3 mos. (A), (B), BR. 9-7928.

Collegiate Institute, 41 E. 42nd St., MU. 2-0455. Delehanty Institute, 115 E. 15th St., ST. 9-6900. Drake School, 154 Nassau St. BE. 3-4840. Eastman School of Business, 441 Lexington Ave. MU. 2-3327, Regis. Fee—\$5 Day, \$22 a mo. Eve. \$8 a mo. (A), (B). Empire State School, 373 Fifth Ave. Fee—Day \$20 a mo. Eve. \$7 a mo. (A), (B). Employers Educational Exch., 116 Nassau St., CO. 7-2566. Eron Prep School, 853 B'way Gr. 7-6923, (A), (B). Franklin School of Business, Times Bldg ME. 3-4849.—Day \$22 a mo. Eve. \$8 a mo. (B). Gains School, 501 Madison Ave., PE. 3-0680.—Day \$25 a mo. Eve. \$10 a mo. Grace Institute, 149 W. 60th St., CO. 5-1472, Day & Eve.—Free (B). Heffley School, 1 Hanson Pl., B'klyn, ST. 3-5210. Hunter College, 695 Park Ave. Interboro Institute, 152 W. 42nd St., LO. 5-8735. Knights of Columbus Schl, 318 W. 57th St., Fee—Day \$12 a mo. Eve. \$7. (B). Latin American Inst., 11 W. 42nd St., LA. 4-2835. (Including Spanish shorthand). McGannon School, 162 E. 59th St., PL. 8-0085. Merchants & Bankers Business Schl, 220 E. 42nd St., MU. 2-0086.—\$14 to \$20 each 4 wks. Day, Eve.—\$8 each 4 weeks. Miller Schools, 50 E. 42nd St., MU. 2-4850; 2875 B'way, CA. 8-7600. Monroe Secretarial School, E. 177th St. & W. Farms Blvd., Bx.—Day \$16 a mo. Eve. \$8 a mo. (B). N. Y. Academy of Business (Colored) 447 Lenox Ave.—Day \$15 a mo. Eve. \$8 a mo. N. Y. Business School, 11 W. 42nd St., WI. 7-9757. Pace Institute, 225 B'way, BA. 7-8200. Packard School, Lexington Ave. & 35th St. Popenhusen Institute, 114-04 14th Rd., College Pt., L. I.—\$2.50 a term (B). Pratt Secretarial School, 400 Madison Ave., PL. 5-5234.—Day \$25 a mo., 8 mos. Eve. \$10 a mo. (B). Rhodes School, 1071 6th Ave., LO. 5-3594.—Day \$22 a mo. Eve. \$8 a mo. (B). Riverside Business and Secretarial School, 2061 Bway, TR. 4-2191. Sadie Brown's, 41 E. 42nd St., MU. 2-0453. Scudder School, 66 Fifth Ave., AL. 4-7386. Speed Secretarial Clinic, 20 Vesey St., WO. 2-5293. Stenographers Graduate School, 20 Vesey St. Speedwriting Institute, 274 Madison Ave., AS. 4-7200. Washington Business School, 130 W. 42nd St., GR. 7-9898.

## A Career in Window Display

An intensive course in window display is being offered by Display Institute, 3 East 44th street, New York, on Saturday mornings beginning February 7. Covering fundamentals of display, the practical handling of merchandise and arranging of show windows, the Saturday courses will be taught by the Institute's regular staff of display experts. Showcard Writing, an integral part of display work, is also included in the curriculum. Reservations for the special Saturday classes are now being accepted at the school.

## Woman Graduate Gets Airline Job

The Melville Aeronautical Radio School, 136-50 Roosevelt Avenue, Flushing, announced that its first woman graduate, Miss Joyce Mark, has received a position with the Chicago and Southern Airlines as a radio telegraph and telephone operator. According to Mr. Melville, director of the school, she is the first woman to hold such a position. He also predicted an increase in the employment of women in the airline communications field.

## Traffic Management and Transportation

(C.C.N.Y., N.Y.U.) Academy of Advanced Traffic, 269 Broadway, RE. 2-3374. N.Y. Business Institute, 11 W. 63d St., SU. 7-4400. Traffic Managers Institute, 154 Nassau Street, Y.M.C.A., 5 W. 63 St., 32 wks.—\$85.

## Watchmaker

Standard Watchmakers' Institute, 111 W. 111 St., MO. 2-3919.

## Welding

(Also given in various high schools.) Acme Trade Schl., Inc., 163 W. 64th St., TR. 4-1397. Aeronautical Trade School, 295 Jericho Tpke., Floral Park. Bedford Welding Schl., 1100 Oak Pt. Ave., Bx., DA. 3-6157. Bronx Schl., 730 Whitlock Ave., DA. 3-7774. Citizens Prep Center, 9 W. 61st St., CI. 6-4970. Delehanty Institute, 11 E. 16th St., ST. 9-6900. Dunn Welding Schl., 24-15 Bridge Plaza, L.I.C., ST. 4-5348. Faust, P.O. Box 85, Jericho, L. I., Syosset 188. Haller Welding Schl., 520 Bergen St., B'klyn, NE. 8-8847. Mechanical Industries Tech. Institute, 31-28 Queens Blvd., ST. 4-4791. N.Y. Tech., 108 Fifth Ave., CH. 2-6330. N.Y. Trades Schl., 312 E. 67th St., RE. 4-1987. Reliable Welding Schl., 859 60th St., B'klyn, WI. 8-1799. Smith School of Welding, 250 W. 54th St., CO. 5-0697. Technicians Institute, 244 W. 14th St., WA. 9-8220. Wicks Welding Schl., 24-15 Bridge Plaza, L.I.C., ST. 4-5348. Y.M.C.A., 115 Bedford Ave., B'klyn, MA. 2-1100.

## Window Display

Display Institute, 3 East 44 St., MU. 2-5567. Traphagen School, 1650 Broadway, CO. 5-2543.

## X-Ray Technician

(See Laboratory Technician.)

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# Study for Clerk, Typist Tests

## The Seventh of a Series of Articles on Proper Preparation for Civil Service Examinations.

By Gertrude B. Slavin, B.S., M.A. and Alvin Slavin, B.A., M.A.

Good language usage requires, in addition to vocabulary, grammar, reading comprehension, and spelling, correct punctuation habits. Civil service candidates preparing for clerical, typewriting, and stenographic positions must know how to punctuate correspondence properly. Punctuation marks are essential sign-posts to help convey the meaning of written material.

Improper punctuation may often distort the meaning of a sentence or a paragraph. For example, a correspondent reporting a battle wrote: "Daniel said the General is ready to attack at dawn. The correspondent failed to include two commas important to the meaning of the sentence. This sentence should have read: "Daniel, said the General, is ready to attack at dawn."

The importance that punctuation plays is best illustrated in the incident that occurred about a year ago in connection with a Municipal Civil Service examination regarding the use of a question mark. After much publicity and court action, candidates who were originally marked incorrect in that particular question had their answers reviewed and corrected.

Below you will find the most important rules in the use of the various punctuation marks:

### USE OF THE COMMA

1. Use commas to separate interrupters or parenthetical words or expressions that can be omitted from the sentence without destroying it.

Examples:

- (a) The house, however, is painted red.
- (b) The man, to be sure, is still ill.

2. Use commas to separate three or more items in a series.

Examples:

- (a) He bought bread, butter, and sugar.
- (b) Democracy is a government of the people, by the people, and for the people.

3. Use commas to set off words or phrases in apposition.

Example:

- (a) Franklin D. Roosevelt, our President, is a great leader.

4. Use commas to set off main clauses introduced by the conjunctions and, or, but, for.

Example:

- (a) John went to school, but Mary remained at home.

5. Use commas to set off subordinate clauses from independent clauses, except when the subordinate clause is used in a restrictive sense.

Examples:

- (a) Mary, who is a good tennis player, was chosen captain of the team.
- (b) The course that he had taken was very difficult. (No commas—restrictive clause.)

### USE OF THE COLON

1. Use the colon after business salutations.

Examples:

Dear Sir: Gentlemen: Dear Mr. Henry:

2. Use the colon to introduce a long and formal quotation and an enumeration of items or data.

Example:

- (a) Please order the following: two desks, three chairs, and five tables.

### USE OF THE QUESTION MARK

1. Use the question mark at the end of a direct question.

Example:

- (a) Are you taking the examination?

Note: Do not use the question mark when the sentence denotes an inquiry, but is not in the form of a direct question.

Examples:

- (a) The lecturer was asked to make a short talk.
- (b) May I ask you to follow these rules carefully.

### USE OF THE APOSTROPHE

1. Use the apostrophe to show possession of nouns.

Examples:

- (a) The boy's hat was stolen.
- (b) The boys' coats were made to order.

2. Use the apostrophe in contractions.

Examples:

- (a) Don't delay; buy Defense Bonds.
- (b) It's essential to fight the enemy.

(Note: The indefinite pronoun, its, does not have an apostrophe. "Its fleece was white as snow.")

### USE OF QUOTATION MARKS

1. Use quotation marks to enclose all direct quotations.

Example:

"Don't shoot," he said, "until you see the whites of their eyes."

(Note: Use a comma after a phrase that introduces the quotation—he said, etc.)

2. Single quotation marks are used to denote a quotation within a quotation.

Example:

The witness said, "I heard him say, 'I will come at eight!'; and then he left."

### (Review Exercises Selected From Previous Examination)

1. (Vocabulary) EXCULPATE means most nearly (A) relieve (B) reform (C) acclaim (D) safeguard (E) absolve

2. (Reading) "It is the duty of those who are giving their chief work to a limited field to keep up close and constant correspondence with those who are engaged in neighboring fields. Students who never look beyond their own domain are apt to see things out of true proportion; they fail to gain that large illumination that the progress of every science throws by comparison and analogy on those around it."

The quotation implies that there is danger in (A) generalizing too much in one's studies (B) a policy of extreme specialization (C) neglect of non-scientific studies (D) intolerance (E) having a special interest in any one subject.

3. (Spelling) (A) bankrupcy (B) bankruptey (C) bankruptsy (D) bankrupty

4. (Grammar) We expect everyone to carry out \_\_\_\_\_ duty. (A) his (B) our (C) there (D) their

5. (Syllabication) (A) mu-ni-ci-pa-li-ty (B) mu-nic-i-pa-li-ty (C) mu-ni-ci-pal-i-ty (D) mu-nic-i-pal-i-ty (E) mun-i-ci-pal-i-ty

6. (Punctuation) The apostrophe is used to denote (A) ownership (B) lists of items (C) unfinished sentences (D) compound titles

7. (Vocabulary) MERETRICIOUS means most nearly (A) mendacious (B) vengeful (C) well-merited (D) artistic (E) tawdry

8. (Spelling) (A) acquiesence (B) acquiescence (C) acquiescense (D) acquiesance

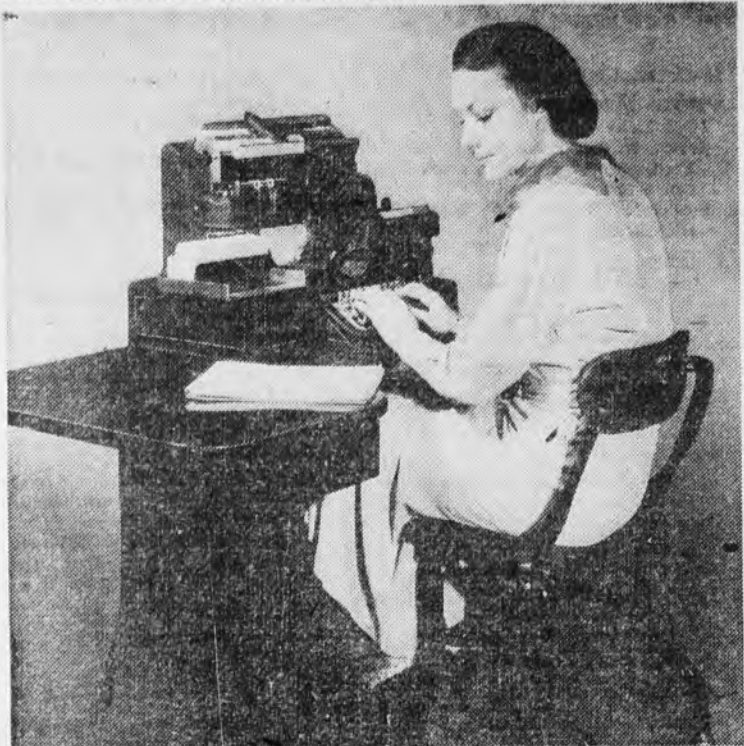
Here are the answers to last week's exercises:

Exercise XI: 1-D; 2-D; 3-B; 4-C; 5-A; 6-A; 7-B; 8-B; 9-B;

10-C; 11-D; 12-D; 13-B; 14-A; 15-A; 16-B; 17-A; 18-D; 19-C; 20-B.

Our eighth article, REASONING TECHNIQUES, will appear in next week's issue of The LEADER. It will analyze the types of reasoning questions as given in civil service examinations. The fundamentals of judgment and logic will be outlined. Sample questions from previous examinations will be included. Follow The LEADER for review exercises and answers for the entire series.

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Exams which open in the City, State or Federal Government Service, and some defense openings in industry, for which we think you qualify, will be personally brought to your attention by mail. We try to make this service as complete as we can.

#### HOW TO PREPARE

Proper study methods will be indicated to help you pass the test for which you file, if you wish.

#### ELIGIBLES AND EMPLOYEES

We endeavor to answer all questions relating to lists, transfers, promotion exams, etc.

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The Vocational Guidance Service will serve you when you have a problem or question about civil service which you want answered.

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# Examination Requirements

## How to Apply for a Test

**For City Jobs:** Obtain applications at 96 Duane Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau of the Municipal Civil Service Commission at 96 Duane Street and enclose a self-addressed 9-inch stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

**For State Jobs:** Obtain applications at 80 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examinations Division, State Civil Service Department, Albany.

**For County Jobs:** Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.

**For Federal Jobs:** Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 5:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

U. S. citizens only may file for exams and only during period when applications are being received.

Fees are charged for city and State exams, not for federal.

Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment.

Applicants for State jobs must have been New York State residents for one year.

## City Tests

### Assistant Building Manager (Housing Authority)

Salary: \$3,000 up to but not including \$4,000 per annum. Vacancies: 2; 1 at Harlem River Houses (2650 Seventh Avenue, Manhattan), and 1 at South Jamaica Houses (158-03 109th Avenue, South Jamaica). These vacancies are to be filled by Assistant Buildings Managers who will reside in the project.

#### Duties

Under direction, to be responsible for the general management of a small housing project, or to assist the manager of a large housing project; supervise the operation and maintenance of the physical plant and project personnel; manage store premises; assign apartments and collect rents; handle tenant relationships and activities; secure public and private agency cooperation; supervise the keeping of accounts and records; submit reports and perform related duties. The Assistant Buildings Managers assigned to Harlem River Houses and to South Jamaica Houses must reside in the project.

#### Requirements

Graduation from a senior high school or equivalent education, plus four years of progressively responsible work in the field of housing management; or a satisfactory equivalent. At least one year of experience in complete charge of the management of either a housing development of fifty or more dwelling units or a group of houses aggregating two hundred or more dwelling units is required.

#### Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 60. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2.00. Applications: File by January 26.

### Assistant Mechanical Engineer

Salary: \$3,120 up to but not including \$4,260 per annum. Vacancies: Occur from time to time.

#### Duties

Under supervision, to perform work of moderate difficulty and importance in the investigation or development of mechanical engineering projects, the design, construction, inspection, testing, operation or maintenance and repair of mechanical engineering work for city power plants, rapid transit railroads, vehicles, public buildings, schools, pumping plants, sewage disposal plants, bridges, etc.; do scientific research in mechanical engineering, supervise the keeping of records and preparation of reports; perform related work. Some latitude is given for independent action or decision.

#### Requirements

An engineering degree recognized by the University of the State of New York and at least three years' satisfactory mechanical engineering experience, at least one year of which must have been on responsible work, or a satisfactory equivalent; a sound knowledge of the principles of mechanical engineering; ability to plan working details, supervise and coordinate mechanical engineering work, and to prepare mechanical engineering plans and reports. A New York State Professional Engineer's License may be required for some certifications.

#### Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such

other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$3. Applications: File by January 26.

### Chief of Project Planning, Housing Authority

Salary: \$4,000 per annum. Vacancies: 1 in the Housing Authority.

#### Duties

Under general direction, to prepare lists of sites for public housing projects, assemble and collate all pertinent data, supervise investigations, and make recommendations to the Housing Authority for final selection; assemble and prepare applications for financial assistance to various governmental lending agencies for proposed projects; plan program of project, including apartment distribution, location of non-dwelling space, determination of building heights and coverage, etc.; assist in directing work of architects assigned to prepare plans for projects; confer with other city departments such as City Planning Commission, Offices of Borough President, Board of Education, etc., on such matters as street closings, zoning, school accommodations, etc., in connection with projects; confer with Federal, State and Municipal officials on development of the application and final loan contracts; perform related work.

#### Requirements

An architectural degree recognized by the University of the State of New York, plus four years' practical experience in architectural or allied fields, at least two years of which must have been in an administrative capacity of a character to qualify for the duties of the position, in a public or private agency engaged in the development of housing projects equivalent in magnitude to projects under control of the New York City Housing Authority, or a satisfactory equivalent of the above education and experience. Candidates must hold a Registered Architect's certificate for New York State at the time of certification.

#### Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 60. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$3. Applications: File by January 26.

### Clerk, Grade 1

Salary: Up to but not including \$1,200 per annum. Appointments are being made at the present time at \$840 per annum from the list for clerk, Grade 2. Increments to \$1,199 in almost all departments. Vacancies: Occur frequently during the life of the list.

#### Duties

To perform under supervision routine clerical work and elementary office duties, including the operation of mechanical devices such as the mimeograph and addressograph, and similar simple appliances; assist with telephone information and with the reception of the public; act as messenger in minor errands; perform related work. This examination is expected to attract young people recently graduated from high school.

#### Requirements

Candidates must be graduates of a senior high school or have equivalent education. Graduates in February or June, 1942, will also be eligible. The written test will include tests of mental alertness, reasoning ability, vocabulary, spelling, arithmetic, capacity to follow written directions, elementary office practice, knowledge of civic af-

fairs and other appropriate information and abilities.

#### Subjects and Weights

Written test: weight 100. The passing grade will be set in accordance with the needs of the service. Fee: \$5.00. Applications: File by Jan. 26.

### Inspector of Live Poultry

Salary: \$1,500 per annum. Vacancies: Occur from time to time.

#### Duties

To inspect the live poultry transported to the City of New York as provided by law. This includes the examination of live poultry to prevent the sale of overcropped poultry; perform related duties as required.

#### Requirements

Candidates (a) must have had at least two years of experience in the inspection of live poultry either in industry or for a governmental agency or (b) must be graduates of a recognized school of agriculture (c) must be graduate veterinarians or (d) must have a satisfactory equivalent.

#### Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

### Marine Engineer

Open to all citizens of the United States, regardless of residence. Salary: \$2,520 and \$2,340 per annum, subject to budget. Vacancies: 9.

#### Duties

To supervise and direct or assist in the supervision and direction of the crew below deck on steam, Diesel, and Diesel-electric ferry boats during a watch; be responsible for the regulation, operation, care, maintenance, adjustment, and repair of all boilers, oil-burning equipment, power machinery, auxiliaries, heating and lighting equipment, etc.; supervise the filling of fuel oil tanks; make out reports on the nature and extent of repairs; make out personal injury reports and damage reports; prepare log sheets and time sheets; perform all the functions of Chief Marine Engineer in the latter's absence or under the latter's supervision; perform related work.

#### Requirements

At least 3 years' practical experience below decks on harbor or seagoing self-propelled boats of more than 300 tons, and in addition, prior to the date of the practical test a Department of Commerce unlimited chief engineer's license for oceangoing vessels or a chief engineer's license for ferry boats of not less than 2,500 tons or a chief engineer's license for lakes, bays, and sounds for not less than 2,500 tons, and in addition, a chief engineer's license for Diesel-powered boats of not less than 300 tons. The steam license must be exhibited prior to taking the practical test on the Diesel ferry boat.

Note: While this examination is open on a nation-wide basis, the effect of the Residence Law is that persons with three years of New York City residence, or persons who may be exempted from the Residence Law, shall be certified first from the list resulting from this examination.

#### Subjects and Weights

Written, weight 20; Training, experience and personal qualifications, weight 40; Practical, weight 40. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The written test will be divided into two qualifying parts. The first part will have to do with steam boats, and the second part with Diesel and Diesel-electric boats. Both parts are of equal weight. The practical test, to be held in New York City, will be divided into two qualifying parts. The first part will be held on a steam ferry boat and the second part will be held on a Diesel ferry boat. Both practicals are of equal weight. The passing grade will be set in accordance with the needs of the service. Fee: \$2.00. Applications: File by Jan. 26.

### Occupational Aide

Salary: \$1,500 per annum. Vacancies: Occur from time to time.

#### Duties

Under direction, to administer therapeutic arts and crafts, including design, leather, metal, plastic arts, textile, wood, fine and applied arts and certain pre-vocational activities for mental or physical education and in addition to give instruction to student nurses on the theory and practice of occupational therapy.

#### Requirements

Candidates must be (a) graduates of a school of occupational therapy which is approved by the American Medical Association, or (b) registered therapists.

#### Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 30; Practical, weight 30. Training, experience and personal qualifications may be rated

after an examination of the candidate's application, and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

### Office Appliance Operator Grade 2

(Burroughs Accounting or Bookkeeping Machine)

Salary: \$1,200 up to but not including \$1,800 per annum. Vacancies: Occur from time to time.

#### Duties

To operate the Burroughs Typewriter Bookkeeping or Accounting Machine; to be thoroughly familiar with all functional operating control keys and their uses; to perform other incidental work as required.

#### Requirements

Candidates must have had at least one year of experience, or the equivalent in educational training at a school accredited by the State Board of Regents, in the operation of the Burroughs Typewriter Accounting Machine. Candidates in the practical test will be tested in the operation of a Burroughs Accounting Machine, models 7200 and 7800. They should be touch typists. If a vacancy occurs for any other model of a Burroughs Bookkeeping or accounting machine, candidates on this list will be examined on the additional machines.

#### Subjects and Weights

Practical, weight 100. A qualifying written test may be given. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

### Psychologist

Salary: \$1,800 up to but not including \$2,400 per annum. Vacancies: 6 expected in the Department of Hospitals; other vacancies occur from time to time in the Department of Correction and the Domestic Relations Court.

#### Requirements

A master's degree in psychology from an institution accredited by the University of the State of New York or a baccalaureate degree plus one and one-half years of graduate work in psychology; in addition, candidates must also show three years of clinical experience in accredited mental hygiene or psycho-educational clinics or psychiatric hospitals; or a satisfactory equivalent or combination of the foregoing. Certification as psychologist by the State of New York is required at the time of appointment.

#### Subjects and Weights

Written, weight 60; Training, experience and personal qualifications, weight 40. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or

such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

### Senior Chemist

(Simultaneously with this examination there will be held a promotional examination for the Department of Hospitals. The promotional list will be certified first to fill vacancies. It is not expected that the promotional list will be sufficient to meet the needs of the service and candidates on the open competitive list may expect about four immediate vacancies to be filled from this list.)

Salary: \$3,300 up to but not including \$3,900 per annum. Vacancies: 5 in the Department of Hospitals.

#### Requirements

An appropriate doctorate degree from an accredited institution and not less than two years of experience along the lines set forth under "Duties"; or a satisfactory equivalent.

### Typist, Grade 1

Salary: Up to but not including \$1,200 per annum. Appointments are being made at the present time at \$960 per annum. Increments to \$1,199 in almost all departments.

#### Duties

Under supervision, to transcribe on the typewriter from written or oral material; or from Ediphone or Dictaphone; operate Varityper; perform related work as required.

#### Requirements

Candidates must be graduates of a senior high school or have equivalent education. Private experience of a responsible character will be accepted in lieu of formal education on a year for year basis, but in no case will candidates be admitted with less than two years of high school training in a school accredited by the State Board of Regents.

#### Subjects and Weights

Practical, weight 100. The practical test in typewriting will be given at the rate of 40 words per minute for 15 minutes. Candidates must furnish their own typewriting machines and will be completely responsible for their operation. No allowances will be made where machines are missing, late in arriving, defective, or out of order. A written test may also be given; this written test will be qualifying only, except that ties resulting from the ratings in the practical test will be resolved on the basis of the written test results. The passing grade will be set in accordance with the needs of the service. Fee: \$3.50. Applications: File by Jan. 26.

### Promotion to General Foreman, Grade 4

This examination is open only to employees of the Borough President of Manhattan.

### Promotion to Law Assistant, Grade 2

### Promotion to Senior Chemist

### Promotion to Stenographer, Grade 2

### Promotion to Stenographer, Grade 3

### Amended Notice

## State Tests

These are abstracts of the tentative requirements for coming tests for Damages Evaluator, Senior Damages Evaluator, and Motor Vehicle Responsibility Adjudicator in the Safety Responsibility Unit of the Bureau of Motor Vehicles, State Department of Taxation and Finance.

### Damages Evaluator (\$2,100-\$2,600)

#### Duties

Under supervision, examine reports of motor vehicle accidents filed pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act, and from these reports to evaluate property and personal injury damages; related work such as applying trained judgment to the facts reported in motor vehicle accident reports for the purpose of estimating the amount of property damage and personal injuries involved; making investigations to determine the accuracy of damage (property or personal injury) reported; interviewing owners and operators of motor vehicles involved; testifying before a Motor Vehicle Responsibility Adjudicator as to the extent of damage involved in motor vehicle accidents.

#### Requirements

Graduation from senior high school and three years' full-time experience either as an appraiser, claim adjuster, or investigator employed by an insurance carrier, claims bureau of a large industrial or business organization, or in a law office personally handling a substantial number of cases yearly involving the prosecution or defense of damage, negligence, or compensation cases, which experience shall have included the making of estimates on property and personal injury damages. Candidates may substitute for two years of the foregoing experience either (a) four years' full-time employment on motor vehicle sales or repairs that shall have included the

making of estimates of value or of repair costs; or (b) graduation from college or university from a course for which a degree in medicine or law is granted (or admission to the Bar); or (c) an equivalent combination. Candidates may also substitute, year for year, office experience in a public or private organization for the required high school education.

### Senior Damages Evaluator (\$2,500-\$3,100)

#### Duties

Under general supervision, supervise several employees engaged in the examination of motor vehicle accident reports filed pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act and from these reports to evaluate the property and personal injury damages; related work such as assigning, overseeing and reviewing of and correcting errors in the work of a small group of Damages Evaluators engaged in estimating, from motor vehicle accident reports, the amounts of property and personal injury damages sustained; applying trained judgment to and making investigations of and decisions in the more difficult cases; interviewing owners, operators and other interested parties for the purpose of dis-

(Continued on Page Twenty-Two)



State Tests

(Continued from Page Twenty-One)

cessing and determining the accuracy of damages reported and making revisions of estimates thereof; testifying before a Motor Vehicle Responsibility Adjudicator as to the extent of damages involved in motor vehicle accidents.

Requirements

Either (a) graduation from senior high school and five years' full-time experience, of which one year shall have been in a supervisory or executive capacity, either as an appraiser, claim adjuster, or investigator employed by an insurance carrier, claims bureau of a large industrial or business organization, or in a law office personally handling a substantial number of cases yearly involving the prosecution or defense of damage, negligence, or compensation cases including the making of estimates on property and personal injury damages; or (b) graduation from college or university from a course for which a degree in medicine or law is granted (or admission to the Bar) and three years' experience as required under (a), of which one year shall have been in a satisfactory supervisory or executive capacity; or (c) an equivalent combination. Candidates may also substitute, year for year, office experience in a public or general private organization of some responsible evaluation education. (It is understood that substitution of some responsible evaluation experience may be allowed for the one year's supervisory or executive experience.)

Motor Vehicle Responsibility Adjudicator (\$3,600-\$4,500)

Duties

Under general direction, administer oaths, examine witnesses, conduct formal hearings to decide the amount of property and personal injury damages caused in accidents reported pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act, and make formal determinations as to the amounts of security to be deposited; related work such as conducting formal hearings in cases of automobile accidents reported pursuant to the provisions of the New York Motor Vehicle Safety-Responsibility Act; administering oaths; questioning owners, operators and witnesses regarding the facts involved in reported evidence submitted; applying trained judgment to the testimony submitted, both oral and written, for the purpose of determining the issues raised; making final determinations as to the amount of property damage resulting from automobile accidents or making final determinations as to the existence of bodily injury or death as a result of such accidents and making final determinations as to the form and amount of security to be deposited by the owners, operators and other responsible parties, as a result of automobile accidents, according to

the provisions of the New York Motor Vehicle Safety-Responsibility Act.

Requirements

Either (a) graduation from senior high school and eight years' satisfactory full-time experience as an appraiser, claim adjuster or investigator employed by an insurance carrier, claims bureau of a large industrial or business organization, or in a law office personally handling a substantial number of cases yearly involving the prosecution or defense of damages, negligence, or compensation cases including the making of estimates on property and personal injury damages, of which two years shall have been in a responsible position requiring a high degree of independent judgment in passing upon disputed personal or property liability claims for final settlement or in a similar capacity that has demonstrated superior ability to successfully arbitrate disputed matters; or (b) graduation from senior high school and four years' full-time experience as a hearing representative or in a similar position in a governmental agency acting in a quasi-judicial capacity hearing and weighing testimony and making de-

isions; or (c) an equivalent combination. Graduation from college or university from a course for which a degree in medicine or law is granted (or admission to the Bar) will be accepted in lieu of two years of the general experience required under (a) above, or one year of experience required under (b) above. Candidates may substitute, year for year, office experience in a public or private organization for the required high school education.

Assistant Tabulating Clerk

State and County Departments and Institutions. Usual salary range \$1,200 to \$1,700; appointment expected at minimum but may be made at less. Several appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, \$1. File by January 23. Test will be held after February 1.

Junior Key Punch Operator

State and County Departments and Institutions. Usual salary range \$900 to \$1,400. This list will also be used for appointments to the positions of Junior Tabulating Clerk. A number of appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, 50 cents. File by January 23. Test will be held after February 1.

U. S. Tests

Student Aid, \$1,440 a Year

Optional Branches

- 1. Engineering
2. Political Science
3. Public Administration
4. Statistics

Applications Must Be on File

With the United States Civil Service Commission at Washington, D. C., Not Later Than February 3, 1942.

Employment lists - Separate lists of eligibles will be established for each of the optional branches above. Applicants must select and indicate in their applications one and only one optional branch chosen from those listed above except that an applicant may select Option 4 in addition to Option 1, 2, or 3.

Appointments may be made from the registers resulting from these examinations to positions paying a lower salary than \$1,440 a year by certification of the names of eligibles who are willing to accept a lower salary. Applicants should indicate in their applications the lowest salary they are willing to accept.

Applicants, otherwise qualified, who have had or are taking courses in housing, should describe such courses in their applications.

Conditions of employment and promotion. - Usually appointments to these positions are for employment periods during the school vacation periods. Normally, appointees will be subject to a period of training which will combine a thorough course of instruction concerning the objectives and procedures of the service with practical work in various field activities.

Appointees may be furloughed due to the seasonal nature of some of these positions. Satisfactory employees, if furloughed, may be re-employed in succeeding seasons.

Student Aid appointees may be furloughed for the purpose of continuing their baccalaureate studies. Subsequent to the completion of their academic training and dependent upon their previous record of service, they may be recalled as Student Aids with opportunities for advancement to the professional service.

Advancement to the professional service will depend upon the occurrence of vacancies and upon the individual record of the appointee, subject to such noncompetitive examination as the Civil Service Commission may prescribe.

Duties. - Under immediate supervision to perform simple routine subprofessional tasks connected with the practical application of the principles of one of the subjects mentioned above under "Optional Branches."

Basis of ratings. - Competitors will

be rated on a general test, on a scale of 100. The general test will consist of written questions designed to measure the applicants' aptitude for learning and adjusting to duties in the service.

Ratings required. - Nonpreference

(Continued on Page Twenty-Three)

Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled. The fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean appointment as many more names are always certified than there are vacancies.

The Civil Service Commission does not notify eligibles when they are certified. If your number is lower than the number reached on your list and you have not been notified yet, don't worry about it. The department to which you were certified will notify you when you are about to be reached for appointment.

Table with columns: Title, Department, Salary, P.T.I., Latest, List Expires. Lists various positions like Able-Bodied Seaman, Accountant, Clerk, etc.

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 Columbia & Lee—147 W. 42d St.—Request Free Early Employment Booklet—BRyant 9-6294.

**ACCOUNTING MACHINES**  
 Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Hollerith Printers, Sorters, Key Punchers—Circle 5-6425.

**AUTO DRIVING INSTRUCTION**  
 Bill's Auto Driving School—171 Worth St. (opp. State Bldg.)—Worth 2-6990

**AVIATION PRODUCTION MECHANIC**  
 Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—300 hr. Course. STuyvesant 9-6900.

**BENCH ASSEMBLY—AVIATION**  
 Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—100 hr. Course—STuyvesant 9-6900.

**BUSINESS MACHINES**  
 Delehanty Institute—115 E. 15th St.—Day and Evening Classes—Card Punch, Comptometry—STuyvesant 9-6900.  
 Brooklyn Business Machine School—7 Lafayette Ave.—Comptometry, Billing, Bookkeeping, Typing—Day and Evening—ST. 3-7660.

**CIVIL SERVICE**  
 Delehanty Institute—115 E. 15th St.—Day & Eve. Classes—STuyvesant 9-6900.  
 Schwartz School—147 Fourth Ave.—Police, Fire—Entrance and Promotion—GRamercy 3-0808.

**DRAFTING**  
 New York Drafting Institute—276 W. 43d St.—Day and Evening Classes. Wisconsin 7-0366.  
 Manhattan Technical Institute—1823 Broadway (59th)—Day and Evening Classes—Circle 5-7857.  
 Mondell Institute—230 W. 41st St.—Day & Evening Classes—Wisconsin 7-2086.

**FINGERPRINTING**  
 Delehanty Institute—115 E. 15th St.—New class forming. STuyvesant 9-6900.  
 New York School of Fingerprints—22-26 E. 8th St.—GRamercy 7-1268

**MACHINE SHOP**  
 Delehanty Institute—11 E. 16th St.—Day & Evening Classes—200-300 hr. Courses—STuyvesant 9-6900.  
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 Lamb's Business Training School—370 Ninth St., at 6th Ave., Brooklyn—Day and Evening Classes—Individual Instruction—SOUTH 8-4236.  
 Merchants and Bankers Business School—55th Year—Day and Evening—220 East 42d St.—MU. 2-0986.

**TABULATING MACHINE OPERATION**  
 Delehanty Institute—115 E. 15th St.—Day & Eve. Classes—STuyvesant 9-6900.  
 Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Hollerith Printers, Sorters, Key Punchers—Circle 5-6425.

**WELDING**  
 Delehanty Institute—11 E. 16th St.—Day and Evening Classes—224-hr. Course—STuyvesant 9-6900.

**X-RAY AND ANALYTICAL TECHNICIANS**  
 Harvey School—384 E. 149th St.—Day and Eve. Classes—MOtt Haven 9-6655.

Vacancies in positions in Washington, D. C., and in the field requiring the prescribed or similar qualifications will be filled from these examinations, unless it is found in the interest of the service to fill any vacancy by reinstatement, transfer, or promotion. The salaries of positions filled from these examinations are subject to a deduction of 3/4 percent toward a retirement annuity.

**Employment lists.**—Separate lists of eligibles will be established for each of the optional subjects listed above. Additional lists of eligibles may be established within some of the general optionals, based on the courses pursued by applicants in their college studies. The registers resulting from these examinations may supplant registers resulting from previous examinations in the optional subjects listed, when the precedent registers have been in existence for at least 1 year.

Subprofessional or other positions at \$2,000 a year, \$1,800 a year, and \$1,620 a year will be filled from the registers resulting from these examinations by certification of the names of appropriate eligibles who are willing to accept these salaries. Applicants should indicate in their applications the lowest salary they are willing to accept.

**Duties.**—Under immediate supervision, to perform scientific or professional work in one of the optional branches listed at the head of this announcement.

**Basis of ratings.**—Competitors will be rated on the subjects listed below, which will have the relative weights indicated.

Subject: 1. General test, weight 30; 2. Professional questions, weight 70; total 100.

Subject 1, General test, will consist of written questions designed to measure the applicant's aptitude for learning, and adjusting to professional duties in the service.

Subject 2, Professional questions, will consist of a separate test for each of the optional subjects listed above, covering the fundamentals of that particular science, profession, or subject.

**Ratings required.**—In each of the two subjects, nonpreference competitors must attain a rating of at least 70; competitors granted 5-point preference, a rating of at least 65, and competitors granted credit; and competitors granted 10-point preference, a rating of at least 60, exceeding preference credit.

**Time required.**—About 5 1/2 hours will be required for these examinations.

Applicants may be examined in only one of the optional subjects listed at the head of this announcement. Applicants should indicate in their applications the optional subject for which they wish to be considered.

Examinations in all of the optional subjects may not be held on the same date.

**Statements concerning qualifications will be verified by the Commission; exaggeration or misstatement will be cause for disqualification.**

Applicants must possess the following qualifications:

**Education.**—Four-year course in a college of recognized standing. Such study must have included or must have been supplemented by a minimum of specialized study in one of the optional subjects listed below.

**Senior or graduate students.**—Applicants will be accepted from senior or graduate students who show that they expect to complete the required college course not later than July 1, 1942. Specialized courses in which applicants are, or will be, enrolled, and which will be completed within the above specified period will be accepted.

**Note.**—Students in attendance at an institution of recognized standing who are pursuing a 5- or 6-year college course leading to a bachelor's degree must have completed three-fourths of the prescribed course of study by July 1, 1942.

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 GUDE, WINMILL & CO.—NOTICE is hereby given of the filing and recording in the office of the Clerk of New York County on Jan. 16, 1942, of the certificate of limited partnership of Gude, Winmill & Co., dated January 15, 1942. The substance of said certificate is as follows: The name of the partnership is Gude, Winmill & Co. The character of the business to be transacted by said partnership is a general commission and brokerage business consisting in dealing in stocks, bonds and corporate securities and commodities generally for its own account and for the account of others. The location of the principal place of that firm's business shall be 1 Wall Street in the Borough of Manhattan, City of New York. The general partners and their respective places of residence are: Robert C. Winmill, 825 Fifth Avenue, New York City; Xavier M. Audibert, 9 East 79th Street, New York City; Frederik F. Alexandre, 41 White's Lane, Cedarhurst, Long Island; John A. Morris, 925 Park Avenue, New York City; Sherburne Prescott, Belle Haven, Greenwich, Conn.; Paul L. Hughes, 34 Crest Road, Ridgewood, New Jersey; James G. Tremaine, Stanwich Road, Greenwich, Conn. and Coleman B. McGovern, 850 Park Avenue, New York City; and the limited partner and her place of residence is Viola T. Winmill, Warrenton, Virginia. The partnership will begin on January 15, 1942, and terminate on May 1, 1942; but a majority in interest of the partners shall have the right to dissolve the same at any time. The amount of cash contributed by the limited partner is \$100,000. Said limited partner has not and is not to contribute any other property; she has not agreed to make any additional contribution; the contribution to be made by her shall be returned upon the termination of the partnership; upon the termination of the partnership, the share of the profits or other compensation by way of income which the limited partner shall receive is an amount equal to 6% of her capital contribution per year; and said limited partner shall not have the right to substitute an assignee as contributor in her place. The partners shall have no right to admit additional limited partners except as provided by law. The remaining general partners shall have the right to continue the business of the partnership on the death, retirement or insanity of a general partner until the termination of the partnership. The limited partner shall not have the right to demand and receive property other than cash in return for her contribution. The partnership agreement of the general partners now in force, shall continue in force, except insofar as the same may be modified as shown in said certificate. Dated, New York City, January 15, 1942.

Robert C. Winmill  
 Xavier M. Audibert  
 Frederik F. Alexandre  
 John A. Morris  
 Sherburne Prescott  
 Paul L. Hughes  
 James G. Tremaine  
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# U. S. Tests

(Continued from Page 22)  
 competitors must attain a rating of at least 70; competitors granted 5-point preference a rating of at least 65, excluding preference credit; and competitors granted 10-point preference a rating of at least 60, excluding preference credit.

**Time required.**—About 2 hours will be required for these examinations.

**Statements concerning qualifications will be verified by the Commission; exaggeration or misstatement will be cause for disqualification.**

**Education.**—Applicants must have successfully completed at least 3

years of study in a college of recognized standing, and must have formally indicated at the college or university they are attending their intention of majoring in the optional subject for which application is made, provided that no applicant may enter the examination who completed the third year of college study prior to May, 1939.

Applicants for Optional Branch 4, Statistics, must show that they will have completed not less than 3 semester hours in Statistics by July 1, 1942.

**Junior students.**—Applicants will be accepted from junior students at institutions of recognized standing, who show that they expect to complete their junior college year not later than July 1, 1942. Specialized courses in which applicants are or will be enrolled and which will be completed within the above-specified period will be accepted.

**Note.**—Students in attendance at an institution of recognized standing who are pursuing a 5- or 6-year college course leading to a bachelor's degree must have completed three-fourths of the prescribed course of study by July 1, 1942.

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1. Junior Agricultural Economist.
  2. Junior Agronomist.
  3. Junior Aquatic Biologist (Physiology).
  4. Junior Archivist.
  5. Junior Bacteriologist (Foods).
  6. Junior Biologist (Wildlife).
  7. Junior Chemist.
  8. Junior Entomologist.
  9. Junior Forester.
  10. Junior Geologist.
  11. Junior in Household Equipment.
  12. Junior Olericulturist.
  13. Junior Pomologist.
  14. Junior Public Welfare Assistant.
  15. Junior Range Conservationist.
  16. Junior Soil Scientist.
  17. Junior State Department Assistant.
  18. Junior Statistician.
- Applications must be on file with the United States Civil Service Commission at Washington, D. C., not later than Feb. 3, 1942.
- The United States Civil Service Commission announces open competitive examinations in the optional subjects named above to be held at any of the places listed hereon.

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(Continued on Page Twenty-Four)

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## U. S. Tests

(Continued from Page Twenty-Three)

brate zoology, botany, and wildlife management.

(7) Junior Chemist.—Thirty semester hours in chemistry. The professional questions will be on the fundamentals of inorganic, organic, analytical, and physical chemistry.

(8) Junior Entomologist.—Twenty semester hours in entomology, or in entomology and zoology combined. The professional questions will be in general entomology, including crop insects, forest insects, and insects affecting man and animals.

(9) Junior Forester.—Completion of a full 4-year course leading to a bachelor's degree in forestry in a recognized school of forestry. The professional questions will cover all phases of general forestry.

(10) Junior Geologist.—Thirty semester hours in geology. The professional questions will be on the principles and field applications of general geology, mineralogy, and economic geology and on the geological aspects of either (a) biology or (b) chemistry, physics, and mathematics.

(11) Junior in Household Equipment.—Twenty semester hours in household equipment and/or physics. Courses in housing and/or architecture may be substituted for not more than 6 of the required 20 hours. The professional questions will be on home appliances, both electrical and non-electrical, and the physical principles involved, and on internal home arrangements.

(12) Junior Olericulturist.—Twenty

semester hours in olericulture, or in any combination of olericulture, horticulture, and botany, provided that not less than 6 semester hours are in olericulture. The professional questions will be on the culture and production of vegetable crops.

(13) Junior Pomologist.—Twenty semester hours in pomology, or in any combination of pomology with plant physiology, and/or horticulture. The professional questions will be on the culture and production of fruit crops.

(14) Junior Public Welfare Assistant.—Completion of a full 4-year course leading to a bachelor's degree, including or supplemented by at least 1 full year of study (undergraduate or graduate) with a minimum of 300 hours of supervised field work in an accredited school of social work. The professional questions will be on social case work, child welfare, public welfare administration, social research, and statistics.

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Blueprint operator, \$1,260 to \$1,440. Last filing date is June 30, 1942.

Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.

health, various grades, \$3,200 to \$5,600.

Inspector, engineering materials (aeronautical), various grades, \$1,620 to \$2,600.

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Trains, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Commerce.

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Instructor, various grades, \$2,000 to \$4,600. Optional branches: Radio engines; internal combustion engines; motorcycles; automotive (chassis less engine); radio operating and radio electrical, War Department.

Public health nurse, \$2,000. Indian Field Service, including Alaska. Department of the Interior, United States Public Health Service, Federal Security Agency.

Graduate nurse, general staff duty, \$1,800. Indian Field Service, including Alaska. Department of the Interior.

Senior inspector, naval ordnance materials, \$2,600; inspector, naval ordnance materials, \$2,300. Optional branches: optical or fire control instruments; naval guns and accessories; munitions and ordnance units; associate inspector, naval ordnance materials, \$2,000; assistant inspector, naval ordnance materials, \$1,800, and junior inspector, naval ordnance materials, \$1,620.

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**Tuesday**

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**Thursday**

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**Friday**

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10:15 P.M.—1600 Swing Club.

**Sunday**

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8:15 P.M.—Prayer for Peace.  
8:45 P.M.—Walter Kaner, stamps.  
9:30 P.M.—What's Your Story?  
10:15 P.M.—1600 Swing Club.

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(16) Junior Soil Scientist.—Twenty semester hours in soil science, or in any combination of soil science, agronomy, horticulture, forestry, botany, geography, and geology, provided that at least 6 semester hours are in soil science. The professional questions will be on soil genesis, soil morphology, soil management, soil surveying, and soil conservation practices.

(17) Junior State Department Assistant.—Thirty semester hours in any combination of modern history, economics, and political science, provided that not less than 12 semester hours are in modern history and not less than 12 semester hours are in economics. At least one course in political science, government, or constitutional law must be shown. For purposes of this examination, courses in economic history, economic geography, or economic statistics may be credited toward the economics requirement, but not toward the history requirement. In addition, each applicant should submit with his application a statement from a college or university teacher or other qualified persons certifying that the applicant has a good reading knowledge of one or more of the following languages: French, Spanish, Portuguese, German, or Italian. Applicants who do not file such statements will not be certified for appointment in the Department of State, but may be considered for other Federal positions if the need should arise. The professional questions in this optional subject will be in modern history, economics, American government, international law, international relations, and English composition.

(18) Junior Statistician.—Thirty semester hours in a combination of statistics and any one of the following, provided that at least 6 semester hours are in statistics: Economics and/or agricultural economics, biology, engineering, agriculture, sociology, public health, home economics, family economics (courses dealing with the family from the social and economic viewpoint), mathematics, or physics. The professional questions will be in the general field of statistical methods.

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**Basis of Ratings**

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Gertrude Walsh, M. A., Director of Studios of Speech in Steinway Hall, is reporting large enrollments for the new classes beginning February 2nd and 5th. The noted singing teacher, Frederick Haywood, is collaborating in this course that deals with the release of tension, correct breathing for the speaking voice and speech that is easy and convincing. New York City Teachers will receive alertness credit for this course.

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**Cornehl Case Demotes Bookkeepers**

A request by Emil Friedman and Harry Wolf, bookkeepers in the Domestic Relations Court, that the open-competitive list for accountant, grade 2, be terminated was denied by the Civil Service Commission at its meeting last week. The request was made because the two bookkeepers have been demoted as a result of the Cornehl case.

The Cornehl decision provided that eligibles on open-competitive lists be given preference for appointment over eligibles on city-wide promotion lists. In a letter to the demoted bookkeepers, President Kern of the Civil Service Commission, stated: "I doubt however, that the termination of the open-competitive list is the solution to the problem you raise. Such termination would defeat the rights of many qualified candidates and would furthermore leave us without a qualified list for certification to fill some of the existing departmental vacancies: The solution for the Cornehl decision is rather an amendment to the law in Albany, which would permit the advertising and filling of promotion vacancies on a city-wide basis where no adequate lists are available."

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Amusement Parade

By Joseph Burstin

Film of the Week

At the Radio City Music Hall, Gary Cooper and Barbara Stanwyck co-star in one of this season's gayest comedies, "BALL OF FIRE." Gary Cooper appears as Professor Bertram Potts, who with seven other professors engage in the preparation of a monumental encyclopedia. Having reached the letter "S" after years of painstaking labor, he discovers in a discourse with his garbage man, Allen Jenkins, that his article on "Slang" is outdated. His determination to bring this knowledge up to date brings him in contact with a night club singer, Sugarpuss O'Shea, Barbara Stanwyck. The plot thickens when Miss Stanwyck finds herself a fugitive from justice, and takes refuge in the foundation where Professor Potts and his colleagues are working.



GARY COOPER as Professor Bertram Potts, in "Ball of Fire" at the Radio City Music Hall.

Finding a night club singer among seven old men, and one young professor, turns out to be a hilarious affair. In one scene, where Miss Stanwyck teaches the "old men," the conga is really a riot.

Gary Cooper turns in an excellent performance as the young professor, and Barbara Stanwyck really knows her comedy. The elder professors are portrayed by

Oscar Homolka, Henry Travers, S. Z. Sakall, Tully Marshall, Leonid Kinskey, Richard Haydn, and Audrey Mather. "Ball of Fire" directed by Howard Hawks, and produced by Samuel Goldwyn, is your must for an evening of good comedy.

On the great stage, Leon Leonidoff presents "Turn Back The Clock," featuring the Rockettes and the Symphony orchestra directed by Erne Rapee. I. R. Hill

Stage Notes

Lionel Stander, raspy-voiced comic who has produced Broadway's toughest melodrama, "Brooklyn, U.S.A.," and is also

featured with Eddie Cantor in "Banjo Eyes," is already casting for his next . . . a gentle musical with ballets by David Lichne. . . . Dwight Wiman has finished casting his 50th production "Solitaire," which will open at the Plymouth next Tuesday, January 27. . . . Cheryl Crawford's production of George Gershwin's "Porgy and Bess" will open Thursday evening at the Majestic Theatre, with Todd Duncan and Anne Brown heading the cast. . . . Gedda Petrie is now playing the role assigned to Evelyn Wyckoff, in "Lady In The Dark" at the Alvin Theatre. . . . "Lily of the Valley," a fantasy by Ben Hecht, and produced by Gilbert Miller will open on Monday, January 26 at the Windsor Theatre. . . . Casting is now going on for "Three Steps Down" a drama by Bert Child and Baruch Lumet. This is scheduled to open at the Nu-Art Group Playhouse, 320 W. 57th Street, on February 23. The Nu-Theatre Groups offices are at 1650 Broadway. . . .



BETTY BRUCE featured player in "High Kickers," now in its fourth month at the Broadhurst Theatre.

Nite Life

Happy Lewis, Importation from Jersey heads BUTLER'S TAP ROOM new show as M. C., with Lynn Kirk doing the vocals, Dawn and Russell dancers, and Miss Milray supply the Tap Room with a line of beautiful girls headed by Joan Douglas and Marjorie Ames.

Tomorrow night, Bill Taylor stages a Paris-in-New York party at the CHATEAU MODERNE with Oscar Shaw as his guest. Taylor, who sang in Paris just before the blitz, will attempt to re-create the atmosphere of Harry's famed N Y Bar in Paris by reorganizing the National Association of Bar-flies which had 30,000 American members before the war.

Joe Fernandez, of the CAFE BAGATELLE, is preparing to fly to South America to recruit a line of native chorines for the "Good Will" floor show, with a Latin-American theme which the Bagatelle will unveil shortly.

After an absence of more than a year because of his almost fatal automobile accident, Enoch Light and his orchestra are back in the swing of things again at LADDIN'S TERRACE, on Boston Post Road, Stamford, Conn. He is featuring the Light Brigade, Ocarina Trio and his vocalist, Starlight.

A new Ice Show, entitled "Red, White & Blue" premieres in the Terrace Room of the Hotel NEW YORKER, Thursday night. The Ice Ballet will include Grace May, leader; Florence Walters, Angela Carson, Lynn Clare, Grace Harvey and Elizabeth Cravens.

featured with Eddie Cantor in "Banjo Eyes," is already casting for his next . . . a gentle musical with ballets by David Lichne. . . . Dwight Wiman has finished casting his 50th production "Solitaire," which will open at the Plymouth next Tuesday, January 27. . . . Cheryl Crawford's production of George Gershwin's "Porgy and Bess" will open Thursday evening at the Majestic Theatre, with Todd Duncan and Anne Brown heading the cast. . . . Gedda Petrie is now playing the role assigned to Evelyn Wyckoff, in "Lady In The Dark" at the Alvin Theatre. . . . "Lily of the Valley," a fantasy by Ben Hecht, and produced by Gilbert Miller will open on Monday, January 26 at the Windsor Theatre. . . . Casting is now going on for "Three Steps Down" a drama by Bert Child and Baruch Lumet. This is scheduled to open at the Nu-Art Group Playhouse, 320 W. 57th Street, on February 23. The Nu-Theatre Groups offices are at 1650 Broadway. . . .



JIMMY KELLY the No. 1 Night Club Man, who has established an all time record as a congenial host at the club in the Village that bears his name.

Gypsy Markoff, singling accordionist, joins the entertainment in the Winter Room of BEN MARDEN'S RIVIERA . . . "Smiling" Lou Taylor, M. C. and Host, heads the new show at the CINDERELLA CLUB in the Village . . . Freddy Martin and his orchestra, and the hilarious dancing Hartmans are now appearing at the Wedgewood Room of the WALDORF ASTORIA . . . One of the feature singers in the Continental revue at ZIMMERMAN'S Hungaria is Evelyn Daw. . . . Jay Martin has replaced Clifford Newdahl as the tenor in the NUMBER ONE BAR. . . . Margaret Landry, the Sweater Girl from L.S.U. wore a zebra striped sweater when she dined with Lou Nova and columnist Bill Treadwell at the EL MOROCCO.

Citizens' Housing Council Theatre Party, Jan. 29.

The Citizens' Housing Council has bought the entire house for the Thursday night, January 29, performance of Marc Connelly's new comedy, "The Flowers of Virtue," at the Royale Theatre.

This will be the second night of the play, which features Frank Craven Isbel Elsom and Vladimir Sokoloff.

"I Wake Up Screaming" is the feature attraction beginning at the Roxy Theatre. Betty Grable, Victor Mature, Carole Landis and Laird Cregar are starred in the Mystery Romance with William Gargan.

Movie Shorts

Lee Posner has been commissioned by the RKO Theatres to produce and present the fifth of the series of his units, for the circuit. The latest one is the "GREENWICH VILLAGE INN" revue featuring Hal Sherman, star comic of the recent musical "Hell-A-Poppin'." . . . "Girl From Leningrad", the first Soviet film about World War II, will be held over a fifth week at the Stanley Theatre. . . . Alexis Smith will play a leading role in Warner Bros. forthcoming production of "The Constant Nymph", starring Charles Boyer and Joan Fontaine. . . . "Captains Of The Clouds," Warner's Technicolor story of the Royal Canadian Air Force, starring James Cagney with Dennis Morgan and Brenda Marshall will be shown in New York next month. . . . Alvino Rey and his orchestra, with the King Sisters, all featured in RKO Radio's film musical "Sing Your Worries Away," came East for a limited engagement at Frank Dailey's Meadowbrook, at Cedar Grove, N. J. . . .

Radio City Music Hall 50th STREET and 6th AVENUE CARY COOPER BARBARA STANWYCK in Samuel Goldwyn's Production "BALL OF FIRE" Released through RKO Radio Pictures ON THE GREAT STAGE: "Turn Back the Clock"—Leonidoff's gay, colorful, new revue, with Rockettes, Corps de Ballet, Glee Club and specialties, Symphony Orchestra under the direction of Erne Rapee. First Mezz. Seats Reserved. CI-6-4000

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## LISTS

## Kinds of Appointment

Because so many persons who have taken federal exams ask about the various types of appointment, The LEADER carries below the official statement concerning appointments as indicated by the U. S. Civil Service Commission.

**Temporary** appointment is for a limited time only, rarely extending beyond six months, and does not prevent consideration in regular order for probational or probational-indefinite appointment. Ordinary temporary appointment will not be offered to persons who live far from the place of employment.

**Probational-indefinite** appointment is for an indefinite period of time. The appointee is included under the system of retirement and disability benefits provided by the Civil Service Retirement Act and he may be considered for both transfer and promotion. If his employment ends and he has done satisfactory work, he is eligible for reinstatement and may request that his name be placed on the Re-employment List, which has priority over other civil service lists. Positions connected with the national defense program are usually filled by probational-indefinite appointments and frequently by entrance on duty after very short notice. The duration of such employment is dependent upon the course of defense activities in future years and cannot be predicted with accuracy.

**Probational** appointment confers all the privileges associated with probational-indefinite appointment. While this type of appointment is usually made to provide personnel for regular and continuing government work, the duration of such employment is also affected by the course of government policy and appropriations.

A probational period or trial period of six months (sometimes one year) follows each probational or probational-indefinite appointment, during which the appointee's eligibility for transfer and promotion is restricted.

## TESTS

## Joint City-State Civil Service Tests

Joint tests by the State and City Civil Service Commissions—an experiment tried with Title Examiners in December, 1939, and never attempted since—will be discussed by the City Commission at its meeting this week. Subject of discussion will be a report by junior examiner William Brody, who travelled to Albany last Thursday to confer on the matter with State Commission officials.

Immediately on the agenda of the two commissions are its typist tests. The State Commission will hold a practical test soon for those who passed a written exam on October 4 last. The City Commission's test for Typist, grade 1, is now open. However, it is not likely that joint tests will be held for typists as there is no guarantee that the same persons have applied for both.

## New U. S. Exams Just Announced

New tests for Under Graphotype Operator, \$1,200 a year; Telegraph Operator, \$1,800 a year; Communications Operator, \$1,620 a year, and Training Specialist, \$2,600 to \$3,600 a year, were announced by the U. S. Civil Service Commission just before the Leader went to press.

Applicants for Under Graphotype Operator jobs must have had three months' paid experience in order to file. Six months' experience in the operation of a page or type teletype machine is required for communications operator candidates. Two years' experience is required for telegraph operator candidates.

Training specialist applications will be issued to college graduates who have had 4 to 7 years' experience organizing, developing and administering training programs for paid employees or preparing persons for paid employment.

Applications for telegraph operator and communications operator must be filed by March 3, 1942. Graphotype operator and training specialist applications will be issued until further notice. All of these applications can be obtained at the local office of the U. S. Civil Service Commission, 641 Washington Street, New York.

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## WANTED: More Desirable Girls to Train for Secretaries

The NEW YORK BUSINESS SCHOOL, 11 West 42nd Street (cor. 5th Ave.), New York, N. Y., states that they have placed every graduate from their school in very satisfactory positions and need more girls for this training to supply the demand for Secretaries.

An employer recently visited the school and asked for the Principal. He stated, "I now have four of your graduates in my offices and I need another." He said, "Tell me, how do you train your girls, who come right from high school, to become such well trained secretaries?"

My answer was, "Because our school has adjusted its direction to the realities of a secretary's position in the business office of today. You must realize that of every three to five girls now enrolled in some sort of secretarial course, only one will ever obtain a position in an office. **WE HAVE PLACED EVERY GRADUATE.**"

He asked, "Is competition so terrific?"

"Yes, it is," I replied.

"Then, is it true that your school has placed every graduate?"

"Yes, that is true. The New York Business School trains hundreds of girls each year and obtains good positions for all of those who finish the course."

"How do you do it?" he asked.

Here is the substance of what I answered:

The NEW YORK BUSINESS SCHOOL, by a careful study, learns exactly what sort of girls the better employers want and what qualifications they require. To obtain a desirable secretarial position today the girl must meet certain requirements.

## THE NEW YORK BUSINESS SCHOOL CHOOSES ITS STUDENTS

First, she must be one of the three most intelligent girls among any average group of seven to ten. So, we accept only girls who are mentally superior, as determined by standard intelligence tests and a general knowledge test.

Second, the better offices also insist that a girl be able to take dictation at 120 to 125 words a minute and transcribe at 50 to 60 words a minute. Many intelligent girls do not have the coordination of ear, brain, and hand necessary for such speed. Many students, for example, who completed the regular course in a certain leading New York Secretarial School, are now sales girls in a department store. This school did not tell them in advance that they could never develop sufficient stenographic speed for a secretary.

The NEW YORK BUSINESS SCHOOL requires that every girl, before entering, take an I. Q. test to determine whether or not she is likely to develop secretarial proficiency. If the test reveals that she is not, this school advises her to take up some other type of work. Only, if she has a particular aptitude for shorthand and typewriting will we accept her as a prospective student, unless it is a case that she just wants a short course on her own responsibility, or what we call a brush-up course.

To obtain a desirable secretarial position today, besides being mentally superior and a proficient stenographer, a girl must also be personally attractive. I think it is a very poor method of obtaining students for a school to accept an unattractive girl or a girl whom the school cannot place into a position. The NEW YORK BUSINESS SCHOOL accepts only girls who have the qualifications for secretarial training.

Because our girls are superior to start with, we are able to prepare them in a relatively short time, nine to twelve months, for secretarial positions with organizations of high standing like the Vogue Magazine, Mutual Life Insurance Company, Advertisers Magazine, Chase National Bank, etc.

## BEING INTELLIGENT ISN'T ENOUGH

Again, being a superior girl, isn't of itself, enough to obtain a good secretarial position. We cannot place our girls, however attractive, unless we give them special training. Most secretarial schools fall chiefly into one of two groups: Schools which emphasize just shorthand and typewriting, and schools which in addition to these stenographic subjects also teach subjects like commercial law, economics, etc. The really well-paid secretary spends an average of less than three-fourths of the day in taking or transcribing dictation. The rest of the time she performs other duties which qualify her for a secretarial position. This experience is obtained by the NEW YORK BUSINESS SCHOOL students by training them in our general offices after they have obtained a reasonable amount of speed in dictation. These office duties consist of mailing, editorial work, communication duties, filing, announcing visitors to the Principal, keeping financial records, and personal services for the employer.

If we ask secretaries what they have to do that they weren't trained to do, we learn that in seven out of every ten offices the secretary has to handle the telephone and switchboard when the regular operator goes out to lunch. We insist that all our graduates become proficient in this

particular branch of work. Many job seekers do not know how to operate the switchboard. Today, office work is largely performed on machines. A secretary has to know what the important machines are used for, so we ask our graduates to devote a certain amount of time to machines at the conclusion of their course. They will not necessarily become machine operators, but they will be qualified to operate these machines and supervise some of this work when they go to positions.

## GETTING A JOB — SCHOOL OR EXPERIENCE?

The NEW YORK BUSINESS SCHOOL has an excellent course in machines; including the comptometer, billing machine, bookkeeping machine, dictaphone, multigraph, adding machine, switchboard, key-punch, in fact, all machines required in an office.

The question was asked the writer, "How can a girl just graduated from your school convince the prospective employer that she knows as much as the experienced girl he can engage for perhaps the same salary?"

I answered him that our school is very thorough. The speed we require is much higher than the average secretarial school and when our girls take a test, the employer tells us that they are well-trained. This is due to a unique system our employment department has developed in solving this problem of training our girls for the positions they obtain.

As stated above, our graduates spend from two to four weeks in our office preparing themselves for general office training. They are taught how to talk with the prospective employer. We ask them questions which the prospective employer would ask them and tell them how to answer. Above all, we teach them to show an interest in their work, just as though it was their own investment. Our employment department then sends them out on their own responsibility to apply for a position, feeling confident that they are well trained for these positions before they are sent out. With this experience behind our graduates, we know they are ready to apply for almost any secretarial or machine position.

Many employers make an exception regarding graduates from the NEW YORK BUSINESS SCHOOL because the school takes only girls who are employable and teaches them what the prospective employer wants, and also trains them in the technique of applying for a position. We do not allow our girls to accept a small salary, as we have a limited minimum salary our graduates may accept. This is to protect the girl from accepting less salary than she should and it helps her get the job because the recommendation from the school informs the employer that she is worth what we say she is.

We have obtained and established favorable relations with the best business houses in the city and place all our girls in the metropolitan section. Most all of our students are placed within a radius of ten blocks from the school.

We have the record of having placed every graduate from our school since it was organized, and when a firm has one of our girls, in many cases, they demand a second, third, fourth, because they know the one we sent them at first was satisfactory.

The following is a reproduction of an advertisement as it appears in the New York Telephone Directory. (Manhattan Red Book, Fall and Winter edition, 1940. Page 931.)

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